

Job Description

Coordinator of Volunteer Ministries/Congregational Care Coordinator

Job title: Coordinator of Volunteer Ministries

Responsible to: Rector as staff supervisor; volunteer ministries task force as advisors.

Responsibilities:

Oversight for staffing the volunteer ministries project, including:

- Define volunteer needs of congregation; write job description for each opportunity.
- Coordinate one-to-one visits with members, including recruiting and training interviewers and scheduling interviews.
- Develop and maintain appropriate record/(retrieval systems for needs, interests, and skills of members.
- Coordinate the matching of skills, interests, and needs.
- Follow up on volunteer placements.
- Initiate appropriate training for volunteers.
- Facilitate recognition for volunteers.
- Work closely with all appropriate committees.

Time required: 20 hours per week for one year; longer if mutually agreeable.

In-service training provided:

Volunteer management training courses; consultation with task force members and community volunteer coordinators.

Qualifications and special skills: Honest caring for people; organizational skills; motivator and enabler.

Comments: This is a pivotal position on the ministerial staff of the church and will involve weekly meetings with the rest of the church staff. The volunteer ministries task force will provide guidance, assistance and support.

Adapted from Volunteer Management Associates website, Marlene Wilson