



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

Summary

Under the direct supervision of the Project Manager of Children's Ministries, the Volunteer Coordinator will oversee the recruitment, scheduling, training, and support of volunteers in the children's ministry. This role ensures the ministry operates efficiently while maintaining a welcoming and engaging environment for children and their families. The Volunteer Coordinator is essential to cultivating a team of adult and student volunteers who are passionate about serving and creating a Christ-centered experience for children.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Volunteer Recruitment and Retention
 - Proactively recruit, onboard, and retain volunteers to meet the needs of children's ministry programs.
 - Build relationships with church members to identify potential volunteers and invite them to serve.
 - Maintain a database of volunteers, tracking roles, availability, and contact information.
- Scheduling and Coordination
 - Create and manage volunteer schedules to ensure adequate coverage for all children's ministry programs, classrooms, and special events.
 - Communicate schedules, responsibilities, and expectations to volunteers in a timely and clear manner.
 - Handle last-minute scheduling adjustments and ensure consistent volunteer engagement.
- Volunteer Training and Development
 - Conduct onboarding and training sessions to prepare volunteers for their roles and align them with the ministry's mission and goals.
 - Provide ongoing development opportunities to help volunteers grow in their skills, faith, and service.
 - Ensure all volunteers comply with church policies, attendance policies, safety protocols, and background checks.
- Collaboration and Ministry Alignment
 - Collaborate with the Children's Pastor to align volunteer activities with the ministry's objectives and vision.
 - Participate in ministry planning meetings and contribute to the development of children's ministry programs and events.
 - Ensure volunteers understand the mission of the ministry and their role in supporting children's spiritual growth.
- Volunteer Celebration and Recognition
 - Plan and execute volunteer appreciation initiatives, such as thank-you notes, small gifts, and celebratory events.
 - Regularly acknowledge and celebrate volunteers' contributions to the ministry, fostering a sense of belonging and value.
 - Maintain the Volunteer Room with supplies.

Competencies

- A deep love for Jesus Christ and a passion for serving children and families.
- Strong interpersonal and communication skills with the ability to inspire and motivate volunteers.
- Highly organized with excellent time management and multitasking abilities.
- Experience in volunteer management, recruitment, or leadership (preferred but not required).
- Familiarity with children's ministry programs and an understanding of age-appropriate engagement for kids.
- Proficient in basic computer applications (e.g., email, spreadsheets, and volunteer scheduling software).
- Ability to work collaboratively as part of a team and adapt to changing needs.

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The events will require more walking and lifting than the typically office requirements.

Position Type and Expected Hours of Work

This is a Part-Time Position of 15 -20 hours per week including Sunday, 8:30 a.m. to 12:30 pm. Weekly hours will vary depending on ministry needs, church schedule, and special events. Flexibility is required to ensure proper volunteer support and training.

Travel

No travel is expected for this position.

Preferred Education and Experience

- High School Diploma
- Experience in volunteer recruitment, coordination, and retention strategies
- Familiarity with child safety protocols, including background checks and training requirements

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, submit your resume to

resume@standrewmethodist.org