

## Job Opportunity



## Competitive

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**Position:** Volunteer Coordinator

**Job Vacancy Notice#:** RC-13-06

**Location:** The Rock Church – Human Resources

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Exempt

**Opening Date:** 4 April 2006

**Closing Date:** Open Until Filled

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The Volunteer Coordinator shall give organizational direction and administrative leadership to the development of a volunteer ministry program which will seek to recruit, assist in assessment of gifts, skills and ministry interests, and connect people to ministry opportunities. Develop a cataloging of volunteer opportunities for all ministry areas of the Rock. Develop and maintain ministry profiles for volunteer ministry positions in the church. Coordinate with ministry team leaders, pastoral staff and associate program staff to determine their current ministry personnel opportunities. Using available resources (church data base, member profiles, ministry networks, spiritual gifts training) develop and implement a system to assist people in discovering their spiritual gifts, talents, skills and ministry interest. Develop a system to link people to ministry opportunities. Assist pastors, associates and ministry team leaders in recruitment/linkage of volunteers to serve in ministry. Train them in effective use of volunteers and their role in the process. Train volunteers to assist Rock members in assessment and linkage to ministry.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Professional or lay ministry experience in organizing and executing ministry programs, and experience in leadership development. Experience in volunteer recruitment, development and placement. Reading, writing and oral proficiency in the English language with excellent written and verbal communication skills. Must have excellent organizational and time management skills. Must understand how to maximize human resources and develop employees through the use of effective delegation. Computer skills to include word processing, basic spreadsheets, Outlook, Lotus Notes, and other industry-specific programs. Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*