



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Children's Ministry Volunteer Coordinator**

Reports to: **Children's Ministry Director**

Position Status: **Full-Time, Non-Exempt**

Department: **Children's Ministry**

Effective: **October 2009**

Replaces: **All previous**

Position Number: **RC-28-09**

Posting Date: **October 22, 2009**

1st Closing Date: **October 29, 2009**

Position Summary: The Children's Ministry Volunteer Coordinator is responsible for the administration and coordination of volunteers for Children's Ministry. The Volunteer Coordinator reports directly to the Children's Ministry Director.

Job Responsibilities and Duties:

1. Coordinate and maintain the Volunteer Application Process.
2. Work with the Directors and Coordinators in implementing new ways to appreciate, train, and retain volunteers in Children's Ministry.
3. Plan volunteer appreciation events.
4. Oversee that volunteers are trained and informed of the CM policies and procedures.
5. Manage the volunteer interview schedule for Coordinators, Directors, and the Children's Pastor.
6. Interview potential volunteers on an ongoing basis and conduct exit interviews.
7. Create, oversee, plan and execute our New Volunteer Orientation.
8. Oversee our Reception Room on Sundays.
9. Manage the volunteer database in Fellowship One.
10. Attend Fellowship One trainings.
11. Help train Coordinators in the use of Fellowship One.
12. Formulate surveys and questionnaires for volunteers.
13. Process background checks and references for volunteers.
14. Work with Children's Ministry Directors in maintaining the department's budget.
15. Encourage, counsel, and shepherd volunteers within one's area of responsibility.
16. Conduct training meetings with volunteers as needed.
17. Mediate and resolve conflicts to challenges that may arise within your area of responsibility.
18. Attend outside training conferences, seminars, and/or workshops in order to further educate yourself; passing on the information to the volunteers.
19. Plan and oversee the screening of volunteers for special events and special programs.
20. Assist with overall departmental needs and special projects as needed.

The above summary of duties represents the major tasks and responsibilities. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Children's Ministry Director.

Job Skills and Requirements:

1. One year experience in a management or leadership position (paid or volunteer) is preferred.
2. BA Degree in related area of study or ministry preferred but not required.
3. High administrative experience recommended.
4. Previous experience in a Children's Ministry preferred.
5. Excellent interpersonal skills with experience in conflict resolution.
6. Excellent verbal and written communication skills. Legible writing skills.
7. Strong organizational/administrative skills.
8. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.
9. Self-motivated and flexible.
10. Ability to work independently or in a team-oriented environment.
11. Ability to recognize and maintain confidentiality as appropriate.
12. Maintains a Class C driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record).

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak professionally. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing and walking.