



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Production & Creative Arts
Volunteer Coordinator**

Reports to: **Director of Production**

Position Status: **Full-time**

Department : **Production Department**

Effective: **August 2010**

Replaces: **New Position**

Position Number: **RC - 31- 10**

Posting Date: **August 3, 2010**

1st Closing Date: **August 10, 2010**

Position Summary:

Under the supervision of the Director of Production, the Production & Creative Arts Volunteer Coordinator coordinates and maintains a system of volunteers to assist with Sunday services and special events. This position will also assist the Technical Arts department in creating a volunteer training process as well as provide administrative support to the department.

Job Responsibilities and Duties:

1. Organizes and coordinates meetings, which includes reserving and preparing meeting facilities, composing and distributing the agenda and recording and transcribing meeting minutes.
2. Performs a variety of administrative duties for Production Arts department, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system, as well as maintaining spreadsheets for volunteer information.
3. Serves as liaison between Production Arts department and volunteers.
4. Coordinates catering for artists, staff, and volunteers for Sunday services and special events.
5. Creates procedures and checklists used for Production Arts volunteers joining the ministry.
6. Meets monthly with volunteer ministry leaders to equip them to oversee Sunday services, as well as weekday responsibilities.
7. Recruits, screens and processes volunteer applications, coordinates interviews and trainings, and follows up with each volunteer.
8. Schedules and facilitates volunteer orientations and trainings for existing and new volunteers.
9. Responsible for scheduling volunteers for Sunday services and special events.
10. Assists technical/creative arts department in creating a volunteer training process.
11. Attends and participates in weekly ministry and regular department team meetings.
12. Records volunteer hours for all Production Arts volunteers.
13. Communicates weekly to volunteers with Sunday details.
14. Assists with Technical Arts accounting responsibilities and petty cash.
15. Collaborates with the Volunteer Development Department to recruit volunteers and interns outside of the Rock Church.
16. Meets with and oversees volunteers in the following areas: technical, production, writers, photographers, creative designers, promotions, and market research,
17. Plans and coordinates fellowship opportunities amongst the staff and volunteers.
18. Manage a system that monitors the retention and health of each volunteer.

The above summary of duties represents the major tasks and duties. 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 Director of Production.

Job Skills and Requirements:

1. Two to three years of administrative work, with one year of production, technical, or creative experience preferred.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

3. Must possess strong computer skills including typing/keyboarding (55-60 wpm), proficiency with spreadsheets, databases, and word processing software. Familiar with Windows-based software (Outlook, Excel, Word, PowerPoint, and Publisher). Willingness to learn new technology or other skills (i.e. Wufoo, GoogleDocs, etc.)
4. Pleasant personality and proven ability to interact in a positive manner using a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
5. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
6. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
7. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
8. Ability to recognize and maintain confidentiality as appropriate.
9. Proficient in MS Windows operating system, mainly Excel.

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 Strategic Ministry Model.
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. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.