

## Job Opportunity



## Competitive

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**Position:** Volunteer Services Coordinator

**Job Vacancy Notice#:** RC-11-08

**Location:** The Rock Church – Volunteer Development

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 4 March 2008

**Closing Date:** Open Until Filled

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The Volunteer Services Coordinator coordinates with the Volunteer Development Manager to deliver the volunteer development process church wide and in the community. Provides direction and consultation for all volunteer functions within the Rock church to help build a strong ARMY of volunteers by performing the following duties.

**Qualifications & Requirements:** Coordinates with church staff and ministry leaders to develop, promote, and maintain a wide range of volunteer opportunities within organization. Recruits and directs applicants for volunteer work and conducts or coordinates their training. Reviews written reports and observes work activities of volunteers to evaluate performance. Informs volunteers of policies, procedures, and standards of volunteer service. Develops and oversees monthly church wide volunteer newsletter, volunteer benefits and community resources provided by local business vendors. Confers with volunteers to resolve grievances and promote cooperation and interest. Organizes and participates in volunteer recognition programs. Maintains accurate records and provides timely statistical and activity reports on volunteer participation. Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software. Proficient in Word, Excel, Publisher. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution. Greet visitors and determine whether they should be given access to specific individuals. Prepare responses to correspondence containing routine inquiries. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. Prepare agendas and make arrangements for committee, board, and other meetings. Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and routing information as needed to appropriate departments. Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

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 Volunteer Development Manager.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Identifies and resolves problems in a timely manner; Works well in group problem solving situations; strong team player. Responds promptly to requests for service and assistance; meets commitments. Listens and gets clarification; responds well to questions. Ability to work well with timelines and short deadlines. Ability to work in a high volume environment while maintaining solid creativity and quality. Demonstrates accuracy and thoroughness. Self-motivated and flexible with strong organizational skills. Excellent interpersonal communication skills. Ability to speak clearly and competently in positive or negative situations. Ability to interact with other ministry leaders and or personnel in a positive and customer focused manner. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage. Ability to work independently or in a team-oriented environment. Ability to recognize and maintain confidentiality as appropriate. 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 as well as departmental policies and procedures. Must be a regular attendee 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. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org). Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.*