



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Executive Team Volunteer Coordinator**
Reports to: **Executive Assistant/Office Manager**
Position Status: **Full-Time, Exempt**

Department : **Executive Team**
Effective: **November 2010**
Replaces: **New Position**
Position Number: **RC - 44 - 10**
Posting Date: **November 18, 2010**
1st Closing Date: **November 25, 2010**

Position Summary: The Executive Team Volunteer Coordinator oversees the Executive Support Ministry and Volunteer System, which includes Volunteer Team Leaders who coordinate administrative support, special projects and social media/website support. The Executive Team Volunteer Coordinator works directly under and serves as a backup to the Executive Office Manager.

Job Responsibilities and Duties:

1. Ensures all Executive Support Ministry (ESM) Team Leaders are equipped with resources, tools and information to complete all necessary projects assigned and/or coordinated by the Executive Office Manager.
2. Manages executive office volunteer team. Oversees and delegates to the volunteer team ongoing and day-to-day duties and office responsibilities appropriately; administers new areas of opportunities.
3. Communicates project status updates on a weekly basis to the Executive Office Manager.
4. Organizes and coordinates meetings, which includes but is not limited to: reserving and preparing meeting facilities, composing and distributing agenda and recording and transcribing meeting minutes.
5. Oversees a variety of administrative duties for the Executive department, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, and organizing and maintaining file system as well as spreadsheets for volunteer information.
6. Serves as liaison between Executive Office Manager and volunteers.
7. Collaborates with the Volunteer Development Department to create procedures and checklists used for all volunteers joining the ministry.
8. Meets monthly with volunteer ministry leaders to communicate project updates, as well communicates weekly with volunteer ministry leaders to communicate weekly responsibilities.
9. Collaborates with the Volunteer Development Department to recruit volunteers/interns outside of the Rock Church.
10. Recruits, screens and processes volunteer applications, coordinates interviews and trainings, and follows up with each volunteer.
11. Schedules and facilitates volunteer orientations and trainings for existing and new volunteers.
12. Assists volunteer ministry leaders in creating a volunteer training process.
13. Attends and participates in weekly ministry and regular department team meetings.
14. Maintains a tracking system to record volunteer hours for all volunteers.
15. Plans and coordinates fellowship opportunities amongst the staff and volunteers.
16. Manages a system that monitors the retention and spiritual growth of each volunteer.

17. Coordinates all travel and logistics for volunteers who serve on the product support team.

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 Executive Office Manager.

Job Skills and Requirements:

1. Three to four years of executive administrative work, with two years of project management experience required.
2. Proven ability to manage, recruit and maintain volunteer teams.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
4. Must possess strong computer skills including typing/keyboarding (55-60 wpm), proficiency with spreadsheets, databases, word processing software, Windows based software (Outlook, Excel, Word, PowerPoint, and Publisher). Willingness to learn new technology or other skills (i.e. Wufoo, Google docs).
5. 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.
6. 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.
7. Strong organizational skills and attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly and concisely.
8. Self-motivated and flexible with demonstrated ability to work independently, think creatively, manage multiple tasks and use time effectively.
9. Ability to recognize and maintain confidentiality as appropriate.
10. 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.