



**POSITION:** VOLUNTEER COORDINATOR/ ASST. TO THE DIRECTOR OF SERVE MINISTRIES

**REPORTS TO:** Director of Serve Ministries

**JOB CLASSIFICATION:** Hourly, Part-Time

**HOURS:** Hours will vary from week to week but should average 10 hours per week.  
*This position is expected to be flexible and to schedule work hours based upon the needs of the Church.*

**JOB RESPONSIBILITIES:**

The Volunteer Coordinator/Asst. to the Director of Serve Ministries shall oversee the Volunteer Program at WCUMC and assist with Missions and Outreach projects as needed. Primary responsibilities include but are not limited to:

- ❑ Responsible for maintaining a comprehensive volunteer program: including researching and writing volunteer policies and procedures.
- ❑ Develop relationships with church members, potential members, and current volunteers to assess their needs when volunteering.
- ❑ Help staff members recruit, build, train and retain volunteers.
- ❑ Organize and maintain volunteer opportunities and their associated job descriptions, including updating the job description binders and the Serve booklet as needed.
- ❑ Maintain databases and undertake any other administrative duties, including entering GPS Survey responses in CCB, and following up with respondents.
- ❑ Give support to Lay Leaders who coordinate areas of ministry.
- ❑ Coordinate Special Volunteer Events throughout the year (ex. 5<sup>th</sup> Sunday Volunteer Appreciation).
- ❑ Maintain a relationship with volunteers in the church.
- ❑ Assist the Director of Serve Ministries as needed with administrative support: including but not limited to updating social media, website administration, and assisting with Missions & Outreach projects.
- ❑ All of the above are subject to change based upon the needs of the church.

**QUALIFICATIONS:**

- ❑ Strong interpersonal skills and the ability to connect with a diverse range of people
- ❑ Experience with managing or coordinating projects and volunteers (paid or unpaid)
- ❑ An empathy with volunteers and an understanding of their needs
- ❑ Capacity to inspire and motivate others
- ❑ Excellent organizational skills and the ability to manage a variety of tasks
- ❑ Administrative skills, basic computer skills, and an ability to maintain records
- ❑ Experience in event planning
- ❑ Understanding of Methodist Theology
- ❑ Demonstrate these qualities: self-starter, creative, orientation to detail, and flexibility