



POSITION DESCRIPTION
CHILDREN'S MINISTRY
VOLUNTEER COORDINATOR

Approved: 01 November 2020 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 20-25/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Children's Ministry Volunteer Coordinator serves the body of West Shore Free Church (WSFC) by coordinating the overall volunteer process for nursery, preschool, elementary and registration desk teams through informing the church congregation of the volunteer needs in Children's Ministry, initiating potential volunteer contacts via multiple venues and leading those who respond through an application, placement and onboarding process. The goal is to position the right people in the right places for the right reasons guided by their calling, gifts and availability.

QUALIFICATIONS

Ministry Specific

- Passion for children's ministry
- Loves connecting people with opportunities to use their gifts to serve the body of Christ, particularly within children's ministry
- Creative; enjoys brainstorming ways to reach new volunteers within the church body
- Strong skills in building relationships, recruiting, processing and tracking volunteers
- Strong team player and coachability
- Skilled in oral and written communications
- Self-starter and able to work without close supervision
- Strong organizational skills; able to manage a complicated schedule and a lot of details
- Time flexibility, including working Saturdays as needed to place last-minute substitutes
- Service-minded, resilient, consistent and flexible
- Ability to handle last minute changes
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



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RESPONSIBILITIES

- Meet regularly with the Children's Ministry Team to collaboratively develop and apply ministry vision and values throughout Awesome Adventure's Sunday ministry
- Meet regularly with the Children's Ministry Director for growth, guidance, accountability and team ministry coordination
- Envision, create, implement and evaluate an effective plan for informing the church congregation of the volunteer needs in Awesome Adventure through specific recruiting seasons and generally throughout the year
- Collaborate with the Clearance Coordinator to move potential volunteers through the ministry application and clearance process
- Partner with the Awesome Adventure Coordinators to recruit, train, assign, schedule and enfold volunteers to serve regularly or as substitutes in classrooms or at registration desks
- Organize volunteers and records using systems management programs
- Help to create and implement volunteer appreciation events
- Network and consult with other children's ministries and leaders to learn, share and implement "best practices"
- Participate at least once annually in approved children's ministry training
- Participate in WSFC staff meetings and events as required/possible
- Fulfill additional responsibilities, as assigned

REPORTING RELATIONSHIPS

The Children's Ministry Volunteer Coordinator serves under the general authority of the WSFC Elder Board and reports directly to the Children's Ministry Director. The Children's Ministry Volunteer Coordinator works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Work will be accomplished on-site and remotely. On-site work would include Sunday mornings in Awesome Adventure and meetings with the Children's Ministry Team and individual ministry coordinators. Most other responsibilities can be accomplished remotely. There may be occasional travel to local church and ministry partners.