

Immanuel Lutheran Church & School

Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Volunteer Coordinator

Reporting To: Associate Pastor

Status: Non-Exempt

Salary: Hourly

Employment Term: Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

To coordinate and manage the recruitment, development, and retention of community and member volunteers for the ministries, programs and community outposts of the church.

Academic / Professional Qualifications

- Successful work experience in a related field
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model required
- Technical proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Proficient at cultivating and building relationships
- Personal emotional management
- Personable and approachable; attentive listener
- Able to organize and plan with an attention to detail
- Reliable and able to meet deadlines
- Strong follow-up skills (i.e. return phone calls and respond to email)
- Training and presentation skills
- Lead with a flexible, collaborative, and cooperative spirit
- Set goals, create an action plan, follow through on the plan
- Work independently as well as part of a team
- Time management; manage multiple projects and priorities simultaneously
- Work with a sense of urgency and be productive with frequent interruptions

Work Schedule

The weekly work schedule is determined by the Associate Pastor according to the needs of the church. The position requires no more than 20-hours per week.

Essential Duties & Responsibilities

In conjunction with the Associate Pastor, recruit, interview, and connect community and member volunteers with ministry, program, and community outpost opportunities according to their gifts and interests.

- Develop, promote, and maintain a wide range of volunteer opportunities within the congregation and the community
- Survey staff regularly to assess needs for volunteer assistance
- Maintain a schedule of volunteer opportunities
- Maintain volunteer service descriptions for each volunteer opportunity
- Conduct and/or arrange for volunteer orientation and training
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation as needed
- Develop and maintain relationships with other volunteer organizations within the area
- Provide ongoing support and guidance for volunteers
- Create and distribute various communications and publications relevant to volunteers

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Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal offices, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a office environment. The noise level in the work environment is usually moderate.