

Children's Ministry Volunteer Coordinator

Spiritual Gifts: Relational, discernment, helps, mercy

Skills Needed: Excellent interpersonal skills with experience in conflict resolution, strong organizational and communication skills, administrative experience, ability to work independently and in a team-oriented environment, and ability to maintain confidentiality.

Responsibilities include, but not limited to:

- Recruiting – interact with people and passionately communicate the vision and mission of the ministry. Maintain Sunday morning hours and other ministry event hours for interaction with current and potential volunteers
- Equipping – work with Children's Ministry ("CM") Director to develop volunteer orientation and trainings, establish appreciation events, communicate regularly with volunteers and CM Director
- Scheduling – Ensure ministries are well staffed and volunteers are aware of their serving schedules, communicate with the volunteers weekly, work to ensure each volunteer feels supported and a vital part of the CM team
- Administration – maintain volunteer applications and clearances, maintain child protection training dates and clearance renewal dates within the HUB database

General office needs:

- Attend weekly staff meeting (currently Wednesday 10:30-12pm)
- Meet with CM Director weekly and maintain office hours on Tuesday, Wednesday and Friday.
- Maintain Sunday morning hours and other ministry event hours for interaction with current and potential volunteers (Sunday morning hours TBD-Wednesday nights 5:30-8:30pm)
- Assist as needed with other ministry events
- Approximately 15 hours per week are in the office and church, with remaining hours flexible to be done from home and for off-site meetings with volunteers

Qualifications:

- Believer and member of NCC
- General understanding of and a commitment to CM and our mission and vision statements
- Clerical and computer skills as noted above
- Effective and timely communicator
- Must be outgoing, energetic, self-starting person who is engaged in CM and NCC
- Experience managing people and the ability to support, train and equip volunteers

This is a part-time, hourly position of 20 hours per week and reports directly to the Director of Children's Ministries.