

PURPOSE OF POSITION

To serve the Church, Advancement team, and Church Engagement Director by placing new volunteers, equipping and encouraging current volunteers, and processing exiting volunteers for all campuses within Watered Gardens Ministries.

RESPONSIBILITIES

- Promptly schedule campus tours with volunteers screened by the Volunteer Recruiter.
- Complete onboarding and coordinate with operational staff to successfully place volunteers in vacant seats.
- Create and execute regular rhythms of showing appreciation to volunteers.
- Regularly survey existing and exiting volunteers to improve retention.
- Maintain and update the volunteer database, files, and GroupMe with information as volunteers are onboarded and retained.
- Complete and maintain background checks for volunteers as needed (WFHC, CC, etc.).
- Coordinate with directors to maintain volunteer calendars and job descriptions.
- Maintain a volunteer handbook with current policies including educational opportunities.
- Conduct a regular volunteer communication audit to ensure staff remain prompt in their communication with absent volunteers.
- Send out a daily volunteer list with photos to all staff.
- Assist in planning and attend monthly volunteer orientations, quarterly volunteer events, and community events.
- Update monthly & yearly volunteer statistics.

ORGANIZATIONAL RELATIONSHIPS

- The Volunteer Coordinator reports directly to the Director of Church Engagement within the Advancement Team.

JOB REQUIREMENTS

- Strong Servant Leader that is Both Motivating & Encouraging
- Previous Experience Working with a Non-Profit and Ministry Setting
- Excellent Communication Skills: Interpersonal
- Proficiency in Microsoft Office operation, G-Mail, Google Calendar & Drive
- Ability to Organize, and Facilitate (People & Events)
- Creative and Critical Thinker with Ability to Prioritize and Make Wise & Quick Decisions
- Self-Motivated, Organized and Responsive
- Able to Multitask and Work at a Fast Pace Even Under Pressure
- Energetic and Joyful
- Able to Walk, Lift, Travel to and from, Ascend/Descend Stairs Regularly
- Biblical Conduct and Christ Like Character; Above Reproach