



**POSITION TITLE: CHILDREN'S MINISTRY VOLUNTEER COORDINATOR**  
**REPORTS TO: DIRECTOR OF CHILDREN'S MINISTRY**

**POSITION PURPOSE:**

This position reports to the Director of Children's Ministry and works closely with the rest of the children's ministry team. The primary function of this position is to recruit, coordinate, train, and organize our volunteer teams.

**POSITION RESPONSIBILITIES:**

- *Volunteer Recruitment and Coordination*
  - Help coordinate bi-annual recruiting campaigns aimed at gathering committed volunteers for Sunday morning ministry for the Early Childhood and Elementary areas of children's ministry.
  - Establish creative recruiting strategies to encourage volunteer visibility and the awareness of volunteer needs in the children's ministry throughout the year.
  - Work closely with the Early Childhood and Elementary Directors in developing and coordinating weekly volunteer schedules.
  - Constantly assess volunteer needs with the entire children's ministry staff.
  - Work with the Director of Children's Ministry to troubleshoot, problem solve, and resolve conflicts/miscommunications as they arise with children's ministry volunteers.
  
- *Volunteer Training and Development*
  - Coordinate and develop opportunities for encouraging volunteers
  - Create and conduct volunteer orientation and training for each area, ensuring each volunteer gets consistent information and is aware of volunteer duties and expectations
  - Collect and evaluate feedback from parents, kids, and leaders about our curriculum/strategy, it's effectiveness and their needs for training, communication, or support
  - Create and manage the ongoing training for volunteer teams and tailor specific small trainings throughout the year for certain pockets of volunteers.
  - Help children's ministry staff develop Team Leaders/Coaches for key areas and equip them to oversee portions of ministry and volunteer teams.
  
- *Additional Duties and Responsibilities as Requested*

**CORE COMPETENCIES:**

- Be well organized and detail-oriented
- Function well with co-workers and volunteers, treating them with honor and grace
- Embrace a strong work ethic, working well with minimal direction
- Possess strong verbal and written communication skills
- Reflect a commitment to personal growth and innovation
- Knowledge and experience in children's ministry a plus
- Already a member/regular attender at Grace is a huge benefit for this position because of the relational connections- is a plus but not required

**QUALIFICATIONS:**

- Bachelor's Degree
- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Computer proficiency in all Microsoft suite products and database software

**JOB STATUS:**

- Full-Time; Paid Benefits; Paid Leave
- Exempt
- Committed to work Sundays and special holidays