

Volunteer Coordinator

Status: This role begins as a volunteer role with the opportunity to move into paid work.

Mission, Vision, Strategy and Values of One City

One City Church exists to honor God, help people and love both. That's our purpose, and it's what we're always striving to do.

Our mission is to deploy the transformational power of Jesus into our community's 8 core sectors of influence. Specifically, ministry success is measured by the number of disciplined people we have living our G.R.A.C.E. core values in the community.

Our strategy is to move people from lost to saved, saved to freed, freed to restored and restored to fulfilled. As we worship, pray, and share the Gospel of Jesus Christ, we seek the glory of God. For His glory, we serve and care for one another, our community, our nation, and our world.

About This Role

The Volunteer Coordinator serves as the primary contact person for recruiting, training, and facilitating participation in volunteer roles for all ministry departments of One City. This role discovers and works with ministry directors to fill volunteer needs and coordinates various aspects of volunteer check-in, processing connection cards, and coordinating volunteer training.

Primary Responsibilities and Tasks of the Volunteer Coordinator

1. Collaborate with all teams to publicize volunteer opportunities in announcements, weekly content, newsletters, social media, etc.
2. Create and make updates to volunteer role descriptions and training materials.
3. Champion the use of the church database software for volunteer tracking, check-in, and roster management.
4. Process online (website form) and hard copy (sign-up sheet, connection card) volunteer information requests and applications and facilitate movement through volunteer recruitment process queues.
5. Plan and facilitate monthly volunteer orientations, selecting dates, locations, and information communicated to new volunteers.
6. Plan regular church-wide volunteer recognition events and recruitment initiatives.
7. Maintain accurate records on all volunteers for each ministry department.
8. Perform background checks on potential volunteers.
9. Ensure church-wide volunteer interest follow-up and placement efforts.

Strengths & Skillset

1. Testimony of faith in Jesus Christ and a growing personal relationship with Him.
2. A passion for seeing people become connected to and serve the church.
3. Excellent computer skills to utilize Microsoft Office and church database software.
4. Strong organizational, interpersonal, and time management skills.
5. Highly self-motivated, self-directed, and attentive to detail.

Your Team

This position reports to the Connections Director.

Key Performance Indicators

The strategy of the ministries that the Volunteer Coordinator leads reflects the overall growth strategy of the church.

The Volunteer Coordinator will be evaluated on the following three metrics:

1. Meet with each ministry director quarterly.
 - Organize meetings with each ministry department director to assess volunteer needs and plan ways to recruit more volunteers.
2. Implement four quarterly volunteer events.
 - Plan four volunteer events (two training and two fun) for ministry leaders and ministry volunteers.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at One City.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income toward the mission and vision of One City.
- Be loyal to the vision and staff of One City and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to One City.

Your Schedule

This is a volunteer position with potential to move into a paid staff role.