

**JOB TITLE:** Volunteer Coordinator

**DEPARTMENT:** Student Ministry

*(15 hours/week – Sundays 7:30 a.m. til noon; Occasional Wednesday nights with 30 hours for Fall prep; 20 hours for Spring prep). VBS there are additional hours per week.*

*Special events when needed.*

*Duration of Job runs School Year (mid-August through VBS, July off, start up again in August).*

**REPORTS TO:** Children’s Ministry Director

**REVISION DATE:** 10/17

**JOB SUMMARY:** Coordinates volunteers within all Children’s Ministry Programs. (KidzRock, WOW, Jump56, and Vacation Bible School). Coordinator is responsible in creating a safe, loving Christian environment for volunteers and students. Adheres to Nazareth Lutheran Church’s performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

- A. Education: Bachelor’s degree preferred.
- B. Experience: A minimum of two years of Christian Education experience. Candidates with extensive educational backgrounds without a bachelor’s degree will be considered.

**DUTIES, TASKS, RESPONSIBILITIES:**

- A. Coordinates volunteers within Children’s Ministry Programs (WOW, Jump56, KidzRock and Vacation Bible School)
  - Recruits, trains and guides volunteers to support and expand Children’s Ministry
  - Constant communication and oversees volunteers
  - Maintains presence and accessibility to parents, staff and volunteers
  - Oversees specific area of children’s ministry curriculum, volunteers, and programs including set-up, tear down, and volunteer equipping
  - Facilitate lessons in specific area and/or organize and equip volunteers to teach
  - Reports concerns of students and volunteers to the Director
  - Conducts parental/student/volunteer tours
  - Assists program(s) enrollment process
  - Assists in additional tasks required for children’s ministry
- B. Vacation Bible School
  - Manages volunteer recruitment, training, and coordination for VBS
  - Constant communication and oversees volunteers
  - Assists program enrollment process
  - Oversees site rotation volunteers and activities
- C. Assures Children’s Ministry Programs operate as a Christ-centered ministry
  - Emphasizes mission and vision of Children’s Ministry in all interactions with parents, volunteers, staff and students
  - Incorporates recognition and celebration, students and volunteers throughout the year (i.e. Kick-Off Sunday, Holiday favors and parties, End of the Year . . .)
  - Offers Christ-centered training and development to volunteers regarding teaching methodologies, curriculum and program changes, promoting relationship and evangelism

- Implements program changes consistent with the mission and vision of Student Ministry in an effort to assure program vitality and encourage interest
- D. Initiates and maintains open communications
- Assists the Director in preparing and distributing the monthly newsletter/email
  - Reports concerns of students and volunteers to the Director
- E. Adheres to all safety policies and procedures
- Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations
  - Maintains a safe working environment and practices safe working habits
  - CPR certified or willing to become certified

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**MISSION**

*Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.*

**VISION**

*"Getting Our Hands Dirty for the Cause of Christ!"*

**VALUES**

