

Position Title: Volunteer Coordinator

Employment Status: Non-Exempt
Time Requirements: Full-time
Reports to: Director Children's Ministries
Category: Family Ministry
Last Updated: June, 2010

Job Summary

The Volunteer Coordinator is responsible for supporting the ministries of Promise Kids, Kid K'nex & Club 45 in their efforts to build, lead and equip the fpKids Volunteer Team. This position requires an individual to possess strong leadership, administrative & shepherding skills.

Primary Responsibilities

Responsibilities may include but not be limited to the following items:

- Serve as a member of the Children's Ministry team for the development of a cohesive ministry that works successfully within the Family Ministry team to effectively partner and equip families of FPC.
- Incorporate detailed processes &/or systems to manage
 - Volunteer Schedules
 - Volunteer Screening/Interviews
 - Volunteer Background Checks
 - Spiritual Gifts/Personality Testing
- Work with the Pre-School & Elementary Programming Coordinators to
 - Maintain all weekend volunteer schedules birth to 5th grade
 - Communicate volunteer opportunities as events approach
 - Provide training and appreciation to volunteer teams
 - Recruit volunteers to be a contributing part of fpKids
- Perform all other duties assigned by the Director of Children's Ministries