

Westminster Presbyterian Church Position Description

Volunteer Coordinator

Hours: Part-time, approximately 25 hours per week, primarily onsite

FLSA Classification: Exempt, salaried

Reports to: Senior Pastor

Supervisory Responsibility: Kitchen Manager

Position Summary:

Engage members of Westminster and the community in the life and work of the church by identifying, developing, and employing their gifts for ministry and mission.

Qualifications Required:

- Creativity to develop ministry and volunteer opportunities for the congregation to serve as body of Christ;
- Excellent ability to relate to and work with a wide variety of people;
- Knowledge of governing policies and commitment to Westminster's ministry and mission;
- Effective skills in navigating organizations, communicating in a variety of media, and aptitude for IT and data management applications.

Major Duties and Responsibilities:

1. Identify, communicate, and provide leadership, and mission opportunities in the community for volunteer opportunities in and through Westminster, encouraging community members to embrace service;
2. Help congregation members realize their gifts/skills in context of Christian vocation; invite them to employ their gifts for service through Westminster;
3. Engage with agencies and service organizations to design opportunities for the congregation to serve in capacities appropriate to the capabilities of members;
4. Support the Community Engagement Commission to develop, implement, monitor, and evaluate a comprehensive engagement and volunteer program at Westminster;
5. Facilitate new member orientation and assimilation;
6. Advise the Nominating Committee, as requested, concerning the gifts of members for service as church officers or in other elected capacities;
7. Support church staff and ministry programs to identify, invite, and oversee volunteers;
8. Supervise Kitchen Manager.