



## **Application Instructions –Volunteer Coordinator**

Thank you for your interest in the Volunteer Coordinator position. Please note the following policy in Ebenezer United Methodist Church’s Employee Handbook:

### **STAFF MEMBERS AS CHURCH MEMBERS**

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

If you do not attend Ebenezer Church, please include the congregation in which you are an active member in the reference section of the application.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as the Volunteer Coordinator, noting any relevant work experiences

Your application can be submitted in one of three ways:

1. Email your completed packet to [bpriest@ebenezerumc.org](mailto:bpriest@ebenezerumc.org) and indicate “Volunteer Coordinator” in the subject line
2. Mail to B.J. Priest at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact B.J. Priest, Executive Director, at the above email address. Thank you.

*Ebenezer Church Staff-Parish Relations Committee*



## Position Description

<b>Title</b>	Volunteer Coordinator				
<b>Reports to</b>	Executive Director	<b>Direct Reports</b>	N/A		
<b>FLSA Status</b>	Exempt	<b>Exemption Category</b>	Ministerial		
<b>Salary or Hourly</b>	Salary	<b>Salary Basis</b>	30 hrs/wk	<b>Timesheet Required</b>	No

### Organizational Purpose

The Volunteer Coordinator leads efforts related to recruiting, approving, and retaining Ebenezer Church volunteers. The Volunteer Coordinator is responsible for developing and maintaining positive relationships with volunteers to help Ebenezer fulfill its mission. The Volunteer Coordinator works closely with the staff and assists with church and community outreach providing services as needed.

### Essential Functions

- Optimize the human resources within the church. Partner with Ministry Leaders to assist in developing lay participation through volunteerism and ensure training of volunteers to maximize ministry.
- Partner with program ministry staff to integrate opportunities for serving in their areas.
- Recruit and interview potential volunteers and match their talents with organizational needs, and develop, build, and maintain positive, long-term relationships with volunteers.
- Using the spiritual gifts assessment as a guide, develop a means of connecting people with existing volunteer opportunities, giving special attention to helping people serve in their areas of giftedness.
- Process, organize and maintain volunteer paperwork, including background checks.
- Coordinate volunteer teams for office projects, program support, special events, community outreach efforts, and facility maintenance as needed.
- Ensure volunteers are engaged at healthy levels and not experiencing burnout.
- Participate as a non-voting member of the church's Committee on Lay Leadership.
- Maintain the volunteer information in the church database.
- Facilitate good communication with and between volunteers.
- Develop and grow personally and professionally in regard to the Christian faith.

## **Qualifications, Education or Experience**

- Bachelor's degree or equivalent in related field is preferred.
- Highly collaborative leadership style and relationship/network builder.
- Sincere commitment to work collaboratively with staff and volunteers.
- Experience in evaluating individuals' abilities, interests and personality characteristics and matching them with suitable opportunities.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation.
- Experience managing projects or the ability to demonstrate project management skills is preferred.

## **Core Competencies**

**Creating the New and Different:** Proposes new and unique ideas; can facilitate effective brainstorming; easily makes connections among previously unrelated notions; has good judgment about which creative ideas and suggestions will play out successfully in the congregation and/or community; is good at bringing the creative ideas of others to fruition.

**Getting Organized:** Can marshal resources (people, funding, material, support) to get things done; develops schedules and task/people assignments; breaks down work into the process steps; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; anticipates and adjusts for problems and roadblocks; evaluates results; arranges information and files in a useful manner.

**Managing Volunteer Teams:** Is a good judge of talent; can articulate the strengths and limitations of people; provides the information people need to know to do their jobs and to feel good about being a member of the team; provides individuals with timely information so they can make accurate decisions; clearly and comfortably delegates both routine and important tasks and decisions; lets people finish and be responsible for their work; tends to trust people to perform; shares wins and successes; fosters open dialogue; creates a feeling of belonging in the team.

**Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees; is an early knower, getting informal and incomplete information in time to do something about it.

**Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.