

Position: Volunteer Coordinator and Office Administrative Assistant

Accountable to: Business Administrator

Purpose: To serve the church by providing a warm welcome to callers and visitors, providing administrative support to the Administrative staff and coordinating volunteers.

Primary Duties and Responsibilities as Volunteer Coordinator:

1. Actively recruit and train volunteers for Sunday Worship.
2. Schedule worship volunteers and coordinate a reminder system for various volunteer schedules and communications.
3. Oversee Nursery Monitor position and schedule additional volunteers as needed for all church worship functions.
4. Maintain database of congregation member's gifts, talents and preferred areas of service.
5. Coordinate and help Ministry Action Committee heads with recruitment of volunteers for their committees.
6. Maintain a list of office volunteers and train, coordinate, delegate and supervise office volunteer work.
7. Act as an office liaison and logistics coordinator for special receptions such as baptisms, funerals, Confirmation banquet, retirement celebrations, circuit meetings, etc.
8. Coordinate with Ministry Action Committees to delegate responsibilities that fall under each committee's purview.
9. Cooperate with the Business Administrator and Senior Pastor by performing any other duties when asked to do so.

Primary Duties and Responsibilities as Office Administrative Assistant:

1. Work a regular schedule (determined by Business Administrator) in the church office to ensure office coverage during business hours.
2. Receive incoming calls, letters and electronic communication, answer questions and provide information whenever possible. Take complete and accurate messages and route communications to appropriate staff members. Ensure coverage of phones during regular business hours.
2. Greet and offer assistance to anyone who walks through the door.
3. Sort and distribute incoming mail and oversee outgoing mail, post office and church mail.
4. Provide clerical assistance to other staff members, committees and volunteers for requests that do not interfere with the timely discharge of primary duties and responsibilities.
5. Maintain the master program and facilities calendar.
6. Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained. Order office supplies as necessary.
7. Maintain schedule for special services and events such as baptisms, weddings and funerals.
8. Proofread written materials generated by pastor and staff, as requested.
9. Maintain an accurate, up-to-date database of church members and update the church directory a minimum of twice a year.
10. Maintain the official church record book.
11. Provide a weekly list of first-time visitors, visitors or members seeking more information on attendance cards and prayer cards to appropriate staff members and lay volunteers for follow-up.
12. Provide regular reports on membership changes and attendance statistics to appropriate staff members, the Board of Directors, Elders, Voter Assemblies and Synod.
13. Produce letters of transfer and thanks whether post or electronic, upon request. Work in coordination with MVA Coordinator on electronic communications.
14. Attend regular staff meetings.
15. Train and utilize volunteers to assist in Duties and Responsibilities listed above.
16. Cooperate with the Business Administrator and Senior Pastor by performing any other duties when asked to do so.

Qualifications

1. Proficiency with church equipment, software and systems necessary to carry out job functions
2. An ability to maintain confidentiality
3. A passion for helping members to use their gifts and talents at MVLCS.
4. An ability to train volunteers and delegate work
4. An active member of MVLCS