

VOLUNTEER COORDINATOR

Reports to: Lead Pastor

Status: Part-time at 20-25 hours a week (could grow into a bigger role)

Role Summary:

Trinity Lutheran Church is seeking a passionate and organized individual to serve as the Volunteer Coordinator, responsible for recruiting, training, and managing volunteers to support various ministries and events. This role plays a vital part in fostering a strong sense of community and engagement within the church by connecting volunteers with ministry leaders to provide meaningful opportunities to serve in the church. This role also has an opportunity to become an ambassador for Trinity in the community, finding new ways to invite Trinity to serve our neighbors by walking alongside some of our most valuable partnerships in the community.

Who you are is more important to us than what you do. One of the unique aspects about serving at Trinity Lutheran Church is that we are truly a family with other staff. We are passionate about helping each other live into our God-given potential. We desire someone who has a hunger to grow in their maturity as a follower of Christ, their leadership, and loves watching others find real purpose and meaning in their lives. This role requires random hours, strong organization skills, a sense of humor, and a passion for Jesus will allow this person to thrive in their new role here at Trinity.

Volunteer Mission:

“We want everyone to be able to discover their God-given destiny for their lives”

Role Responsibilities:

Volunteer Recruitment and Training:

- Proactively recruit volunteers through various channels, including church announcements, social media, and community outreach efforts.
- Conduct interviews and screenings to assess volunteer interests, skills, and availability.
- Develop and implement comprehensive training programs to equip volunteers for their roles and ensure they understand the mission and values of Trinity Church.

Volunteer Management:

- Coordinate with ministry directors to match volunteers with appropriate roles based on their skills, interests, and availability.
- Schedule volunteers for specific ministries and events, ensuring adequate coverage and support.
- Track volunteer hours and manage award programs to recognize and reward volunteers for their dedication and service.
- Onboard new volunteers by providing orientation sessions and necessary resources to familiarize them with church policies and procedures.

Event Planning and Organization Support as needed:

- Plan and execute church events, including site selection, logistical arrangements, purchasing supplies, and coordinating promotional efforts.
- Serve as the primary point of contact for event volunteers, providing guidance and support throughout the planning and execution process.
- Promote events within the church community and beyond to maximize participation and engagement.

Community Outreach:

- Collaborate with ministry leaders to identify opportunities for community outreach activities and volunteer involvement.
- Work with the Missions Team to connect with local organizations and partners to establish healthy collaboration and expand the church's impact in the community.
- Providing opportunities for the Trinity family to be equipped to serve our neighbors and community outside the walls of the church.

Database Management and Reporting:

- Maintain an accurate and up-to-date volunteer database, including contact information, availability, and volunteer preferences.
- Generate reports and analyze volunteer data to assess program effectiveness and identify areas for improvement.

Collaboration and Support:

- Work closely with ministry leaders to understand their volunteer needs and align volunteer recruitment efforts with ministry goals.
- Provide ongoing support and resources to ministry leaders to help them effectively engage volunteers and accomplish ministry objectives.

Administrative and Other Duties:

- Perform administrative tasks as needed, including scheduling meetings, preparing agendas, and maintaining documentation.
- Take on additional responsibilities as assigned by church leadership to support overall ministry operations and goals.

Key Relationships:

- Collaborates with Pastors, Business Admin, and all Ministry Directors to help recruit, invite, and develop future volunteers passionate to want to serve.
- Leads, equips, and invests in volunteers as needed to help them be confident wherever they may be called to serve.

Personal Responsibilities:

- Exhibit a growth mindset continuously seeking ways to lead people into a growing relationship with Jesus with our “6 Staff Cultures” to help you and others discover their God-given destiny.
- Live in such a way that your witness, and example, helps point others to Jesus.
- Pursue a life of on-going spiritual transformation through a growing relationship with Jesus.

Qualifications:

- Associate or bachelor’s degree in a related field or equivalent experience preferred.
- Previous experience in volunteer management or community engagement roles.
- Strong interpersonal and communication skills, with the ability to interact effectively with diverse groups of people.
- Highly organized and detail-oriented, with the ability to manage multiple tasks and priorities simultaneously.
- Proficiency in database management and Microsoft Office Suite.
- Commitment to the mission and values of Trinity Lutheran Church.

Application Process:

To apply for the Volunteer Coordinator position, please submit your resume and a cover letter outlining your relevant experience and qualifications for the role. Thank you for considering joining our team in empowering volunteers to make a positive impact in our church and community!

Our Hiring Values:

Character-Competency-Capacity-Chemistry-Culture

Feel free to send a cover letter and resume to trinityoffice@trinityalive.org