



## Ministry Focus Description

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**Position**..... Volunteer Coordinator

**Responsible to** ..... Office Manager

**Time requirement** ..... 10 hours/week

### Primary Responsibility:

*'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.'* Matthew 22:37-39

### Ministry Summary:

The Volunteer Coordinator will be responsible for the recruitment and screening of church volunteers and helping with various administrative tasks as needed.

### Job Responsibilities:

- Administer the church wide volunteer screening program in a timely manner, ensuring that all volunteers have completed required checks and training.
- Work together with Ministry Leaders to evaluate volunteer needs and work at filling those needs.
- Assist with creating or editing volunteer policy as needed by Ministry Leader.
- Coordinate and run semi-regular spiritual gift assessments for congregation.
- Coordinate and run get to know the pastor lunches.
- Community events liaison and volunteer coordinator (Pick Up & Walk, Christmas hampers, etc.)
- On a rotation basis, be the admin person at the Welcome Centre on Sundays.
- Any other duties or tasks assigned by the Office Manager as they arise.
- As an employee of the church, he or she will adhere to the performance, ministry and character standards as outlined in the employee handbook and in keeping with Emmanuel team principles.

### Preferred Qualifications:

- The Administrative Assistant must be a self-starting, well-organized team player, who is able to work well with others.
- Must be computer literate and have excellent attention to detail.
- Familiarity with Emmanuel and community ministries is considered an asset.
- If not yet currently attending Emmanuel must be willing to consider.