

Volunteer Coordinator

Emmanuel is a vibrant, growing, church family that exists to help more people become more like Christ in authentic community.

Our early years are the most impressionable and Emmanuel is committed to getting kids off to a great start! ECC Kids is Biblically-anchored, highly relational, and lots of fun!

Our Volunteer Coordinator assists by placing our amazing volunteers in the right roles and ensuring that we're caring for *them* as well.

We have an experienced team and a supportive church. It's a tremendous opportunity if you're looking for a part-time role where you can make a real difference in people's lives.

The Responsibilities:

- Work collaboratively with the Children's Ministry Director and the ECC Kids Team to establish priorities, plan events, make strategic decisions, and bring clarity where it's needed
- Oversee the scheduling of volunteers and support staff on Sunday mornings and anchor the ECC Kids Welcome Table
- Oversee individual onboarding (especially details – forms, background checks, etc)
- Ensure all forms are up to date
- Assist with volunteer training and appreciation events
- Manage and update our database and registrations
- Follow-up promptly to calls and emails (within 24 hours during the week)
- Assist with several special family-oriented events throughout the year (about once a quarter)
- Assist with ECC Kids communications as needed
- Help us continually discover how we can care and serve more effectively
- Other duties as assigned by the Children's Ministry Director

The Right Fit:

- Sincere and faithful disciple of Jesus Christ
- Biblically anchored
- Shares Emmanuel's vision and values
- Warm, welcoming, and professional personality
- Understands the importance of first impressions
- Experience Emmanuel as their church and not simply their employer
- Finds satisfaction in matching the right people with the right positions or tasks
- Understands the importance of relationships when it comes to longevity
- Able to interact with wide variety of personalities and backgrounds
- Great verbal and written communication skills
- Enough technological aptitude to master Planning Center (our data and project management software)
- Ability to both plan in advance and adjust in the moment
- Ability to both laugh at mistakes and learn from them
- Humble, Hungry, and Smart (See *The Ideal Team Player* by Patrick Lencioni)

The Details:

- Reports To: Children's Ministry Director
- Hours: Up to 15 hours/week
- Exempt Status: Non-exempt, hourly
- Pay Rate: Commensurate based on experience