

## **St. Timothy's Episcopal Church**

### **Volunteer Coordinator**

#### **Overview:**

The Volunteer Coordinator assists the priest in welcoming new people; recruiting and managing volunteers for Ministry Teams; assists with program support, volunteer management, and administration.

#### **Desired Skills:**

- Connects well with diverse people – age & background.
- Self-starter with good follow through
- Detail oriented with great organizational skills
- A natural community builder and connector
- Good communicator – written and verbal
- Great computer skills including Word, Excel, Google Docs
- Social Media savvy is a huge plus!

#### **Primary Responsibilities:**

- Manage and support St. Timothy's Volunteers – Christian Education leaders, Altar Guild, Readers, Ushers, Greeters, Chalice Bearers, Acolytes, and volunteers for special programs
- Program Support
  - o Meet regularly with Staff and Volunteers to plan ahead
  - o Be regularly involved in calendar/schedule planning
  - o Complete advance set up for programs as needed (For example, preparing specific craft supplies requested by Sunday School teachers and setting them up in the room.)
- Volunteer Management
  - o With assistance from staff, create and maintain volunteer role descriptions and expectations.
  - o Recruit volunteers, encouraging discernment of spiritual gifts.
  - o Provide appropriate training for all volunteers, including Safe Church, Safe Communities.
  - o Provide appropriate supervision of volunteers and weekly communication, including schedule management.

- Administration
  - o Keep regular office hours to be decided upon through conversation with the Rector. Work-from-home hours can also be negotiated.
  - o Regularly attend weekly Staff Meetings.
  - o Collaborate with the Parish Administrative Assistant for all communications.

**Education/Background:**

College degree is preferred, but not required. Experience working in a church is a plus. Familiarity with the Episcopal Church is also a plus. Must submit a background check and attend Safe Church, Safe Communities, an online training course.

**Workload:**

- 20 hours a week – flexible hours during the weekdays
- Including Sunday Mornings; Christmas, Easter & Holy Week

**Compensation:**

- \$20-22/hour based on experience & skills
- Paid vacation and holidays. 401(a) defined benefit pension plan. 403(b) defined contribution plan

**To Apply:**

**Please send Resumé and Note of Introduction to:**

Rev. Meghan Ryan  
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