



# Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

## Volunteer Coordinator Ministry Job Description

**Volunteer Job Title:** Volunteer Coordinator

**Reports to:** National (Convention Coordinator) International and District (National Volunteer Coordinator)

**Location:** National (TBA) District (Specific District Events and the National Events)

### General Qualifications:

Volunteer coordinators are put in place to ensure that the interests of volunteers are served and that the National organization and District remain well staffed. They may coordinate and schedule volunteers on an ongoing basis or organize single events. Volunteer coordinators must also keep existing volunteers informed via newsletters or other communications.

Volunteer coordinators often work to recruit actively and retain volunteers for national organization/district. They may reach out to established volunteers or seek new help using various marketing tools, including volunteer databases, e-mail letters, and outreach events. The volunteer coordinator must be detail-oriented and organized since they may work on many projects at once. They must also be outgoing and communicate effectively with a variety of people. The COGBF organization is a vision/mission-driven organization; volunteer coordinators must also adhere to the values of the organization and convey its purpose to others.

### Job Duties and Essential Functions

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Organizes, coordinates and manages the recruitment of volunteers for the board, various committees, ministries, and organization's programs.
- Works with COGBF National, International, District and Local churches to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develops and implements training programs for all volunteers.
- Maintains updated records and data base on all volunteers.
- Sets up and attends volunteer meetings.
- Communicate with National, International, District Volunteer Coordinators and Ministry Directors on volunteer activities as needed.
- Recommends and develops ongoing volunteer utilization.
- Develops and implements a volunteer recognition program.

### Competencies

- Communication Proficiency
- Collaboration Skills
- Leadership
- Organizational Skills
- Presentation Skills.
- Teamwork Orientation
- Technical Capacity
- Time Management