

**Church of the Apostles**  
**Volunteer Coordinator Job Description**

<b>Job Title:</b>	<b>Volunteer Coordinator</b>
<b>Reports to:</b>	Executive Director
<b>Position Status:</b>	Part Time
<b>Purpose:</b>	The Volunteer Coordinator has overall responsibility for volunteers for the following Church of the Apostles ministries: Nursery, Connections (Ushers, Greeters, Welcome) as well as supporting volunteers for all other key Sunday morning ministries. A key strength will be the ability to organize systems of scheduling. The role is a ministry position and is therefore important that the applicant be an active and growing follower of Jesus Christ.

**Job Duties and Responsibilities:**

- Set Schedules for the following ministry teams, utilizing the Apostles Link system.
  - Nursery
  - Connections- including ushers, greeters, welcome
- Work with ministry volunteers to fill all needed spots on the ministry teams
- Develop and maintain system where volunteers recruit substitutes when needed
- Print volunteer schedules (or send to staff for printing and displaying)
- Train new volunteers on policies, schedules, and content of the volunteer role
- Every other weekend, serve as point of contact for last minute nursery coordinator
  - Take calls on sick volunteers
  - Call in substitutes (preferably having substitutes on call)
  - Determine if Sunday morning nursery classes should be combined
  - Act as the last resort substitute in nursery at 11am service (enabling Director of Children's Ministry to attend church)

**Evaluation and Compensation**

The Volunteer Coordinator will receive an annual performance evaluation by the Executive Director.

Employee will submit weekly timecard for hours worked. Compensation will be given each month for hours worked at a rate of \$18/hr. Part Time Employees are not paid for holidays not worked nor for personal days.