



Joy Lutheran Church

Growing in God's Love

Joy Lutheran Church Job Description

Job Title: Member Engagement Coordinator

Reports To: Senior Pastor

FLSA: Part Time Non-Exempt Hourly

Approved by Council: _____

Summary: This position oversees the volunteer ministry at Joy Lutheran Church and actively serves as a catalyst to coordinate and manage the recruitment, development, placement, recognition, and retention of members who support Joy's mission and vision through its ministries, programs, and community outreach.

Duties and Responsibilities include the following:

1. Survey ministry committee leaders regularly to assess needs for volunteer assistance.
2. Work with committee leaders to maintain job descriptions for each volunteer opportunity.
3. Create and maintain a volunteer database and work to discover members' gifts and match them in areas for desired involvement through personal contact and connection.
4. Promote and maintain a wide range of volunteer opportunities within the congregation and the community.
5. Develop and manage volunteer policies, procedures, and standards of volunteer service.
6. Organize and participate in volunteer recognition programs and special events.
7. Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend changes as appropriate.
8. Maintain accurate records and provide timely statistical and activity reports on volunteer participation to personnel committee, church council, parochial report, as requested.
9. Provide ongoing support and guidance for volunteer leaders.

10. Nurture members' connections to Joy Lutheran Church by checking in with volunteers and follow-up with new members – both at regular intervals.

Core Competencies

Developing Volunteers. Ability to identify, recruit, and develop individuals into positions of responsibility, providing challenging and engaging opportunities to serve. Empowers and encourages others by maintaining open communications and providing positive, instructive feedback.

Motivating Volunteers. Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.

Interpersonal Relationships. Relates well to a diverse group of individuals, inside and outside of the congregation; establishes appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a collaborator.

Delegation. Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office Applications, Tithe.ly, and Sign Up Genius.

Language Ability: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to develop routine reports and correspondence. Ability to speak effectively before groups such as the congregation, ministry committees, and Council.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions. Ability to deal with problems and conflicts.

Education/Experience:

- Bachelor's degree preferred or equivalent work experience in a related field
- Member in good standing of a Lutheran congregation preferred
- Positive Christian role model required
- Technical proficiency in Microsoft Office applications including Word, Excel, and PowerPoint

Knowledge, Skills, and Other Abilities:

- Strong planning, organizing, and communication skills
- Attention to detail
- Ability to be flexible and adaptive to change
- Team player that demonstrates enthusiasm and commitment to Joy's mission and vision
- Ability to work well with a variety of personalities

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Acceptance Statement for the Member Engagement (or Volunteer) Coordinator Job Description:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. If I am chosen for this position, I certify that I can and will perform the duties and all responsibilities required for this position.

I understand that Colorado is an at-will state which means that I may resign at any time and may be discharged at any time with or without cause.

Printed Name:

Date:

Signature: