

Position Description

Director of Ministry Volunteers

(Volunteer)

Primary purpose of position: To increase ABC's ability to minister to the needs of the congregation by assisting staff managers in the recruitment, training, coordination and evaluation of committed volunteers that supplement the work of paid staff. This position will not assume responsibility for existing volunteer programs unless requested by ministry leaders to do so.

Specific duties:

1. Working with Ministry leaders, identify new activities or projects required to further ministry goals that can be accomplished by committed and competent volunteers.
2. In conjunction with Ministry leaders, prepare volunteer position descriptions detailing the work needed to be performed, the resources needed to accomplish the work, necessary skills, and time and schedule requirements for each job.
3. On an ongoing basis, solicit volunteers from within our congregation looking for matches between ministry needs and the skills and availability of potential volunteers.
4. Perform initial screening of potential volunteers and recommend candidates to ministry leaders.
5. For selected volunteers, maintain contact as they perform their work to assure that an effective working environment and relationships exist.
6. Develop and oversee appropriate recognition activities for volunteers.