

## **Volunteer Coordinator/ Office Assistant**

St Margaret's Church - Annapolis, MD

**Part-Time (up to 19hrs/wk with growth potential)**

The Volunteer Coordinator will primarily grow and manage a faith based volunteer program. This position will also provide support for Sunday school teachers and other volunteers as well as office staff as needed. The schedule of days worked is somewhat flexible. Sundays are required.

### **Primary Responsibilities:**

- In cooperation with staff, vestry and Lay Ministry Leaders, develop volunteer position descriptions and opportunities.
- Become familiar with all church programs and establish relationships with committees.
- Work with Newcomers Committee to quickly and effectively engage newcomers into parish life.
- Maintain database of Lay Ministers and Parishioners, track donated hours of service and in-kind donations. Use this database as a tool to expand Lay Minister engagement.
- Provide acknowledgement of donations to in-kind donors and send thank you letters to volunteers and in-kind donors as needed.
- Ensure that volunteers submit all required volunteer application and screening materials.
- Develop and manage a volunteer recognition program.
- Recruit Lay Ministry Leaders for all areas of church ministry.
- Support office administration functions as necessary including answering phones, greeting guests, providing program and resource information.
- Support current Sunday school and other volunteers by communicating with them regularly to identify challenges, needs or successes.
- Other duties as assigned

### **Division of duties by percentage-subject to change**

- Volunteer/Database Program Development 35%
- Volunteer Recruitment/Retention/Recognition 30%
- Staff/Volunteer Support 25%
- Volunteer Education/Training 10%

### **Skills and abilities:**

- Excellent computer skills including knowledge of all Microsoft Office programs and experience using web-based data management systems. Willingness to learn specialized software for church bulletin production or other parish specific tasks.
- An understanding and respect for confidentiality
- Ability to multitask in a sometimes-distracting environment while maintaining a welcoming, approachable attitude
- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

- Honor and respect the Dignity of every person
- Position requires periods of sitting, intermittent standing, reaching and bending. Must be able to move freely throughout the campus and travel efficiently between assigned office and other locations in a timely and efficient manner. Requires ability to lift approximately 10-20 lbs. regularly.
- Willing and able to work a flexible schedule, including Sundays and occasional nights or Saturdays.

**Educational and Experience Requirements:**

Associate's degree (experience may be considered in place of a degree).

Two (2) years experience in the coordination and training of volunteers, preferably in a nonprofit or faith based organization.

Job Type: Part-time. Pay rate: \$18-\$20/hr DOQ

**Benefits:**

Opportunity to work from home with approval after 6 months of satisfactory job performance

Paid holidays based on work schedule

Opportunity to earn PTO based on number of hours worked

**To Apply:**

Submit a resume with cover letter to [elizabeth@st-margarets.org](mailto:elizabeth@st-margarets.org)

Include related work history for the past 5 years. Any references included should be of recent employment (past 3 years).

Applications accepted through December 22, 2017