



Fellowship Kids Volunteer Coordinator

GENERAL INFORMATION

Position Title:	Fellowship Kids Volunteer Coordinator
Commitment:	40 hours a week, Tuesday-Friday & Sunday
Reports To:	Fellowship Kids Pastor
Position Overview:	The Fellowship Kids Volunteer Coordinator is responsible for primary oversight of all recruitment for the Fellowship Kids service teams, coaching team development and management, Sunday morning volunteer scheduling and team maintenance for Fellowship Kids.

POSITION DUTIES & RESPONSIBILITIES:

Recruitment (25%)

- Strategizes / Executes Fellowship Kids participation in church wide Serve Your Church recruiting drives
- Tracks recruits and walks them through the process from interest to service
- Conducts orientations, interviews & casts vision for new recruits as needed in partnership with Children's Pastor
- Conducts background checks, maintains volunteer files and administrates Ministry Safe training

Personnel: Area Directors, Coaches & Small Group Leaders (75%)

Development & Care (15%):

- Develops and utilizes a coaching team to keep apprised of planned volunteer absences, prayer needs, training needs, volunteer encouragement and care, etc.
- Cares for volunteers through Directors and Coaches
- Responsible for training new Fellowship Kids volunteers (Small group leaders, Directors & Coaches)

Scheduling (40%):

- Works with Coaches to maintain awareness of ongoing scheduling needs
- Staffs/Schedules Sunday Morning Ministries including New Creations, Ark, Treetop, Route 45, Volunteer Kid Rooms, Directors and Hosts
- Prepares a weekly schedule of volunteer assignments for use on Sunday Mornings.
- Finds substitutes (volunteers or parents) for last minute cancellations or "holes" in the schedule through Friday afternoon.

Administrative (20%):

- Maintains current information of Fellowship Kids volunteers in weekly schedule spreadsheet, Planning Center & ACS
- Maintain accurate receipts for budgetary purchases
- Creates and maintains name badges for volunteer partners
- Provides accurate volunteer information to FK Administrator to be used in quarterly metrics pertaining to volunteers

Staff/Development (Ongoing)

- Assists/Participates in Church-wide/Fellowship Kids Ministry Events
 - Attends Staff Meetings (weekly CM Staff meetings, monthly A-team meetings)
 - Networks with other churches as needed
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QUALIFICATIONS & REQUIREMENTS:

1. Strong interpersonal skills and winsome personality
2. Strong oral and written communication skills
3. Strong organizational skills
4. Ability to recruit, motivate, develop, mentor, and lead volunteers and peer leaders
5. Ability to cast the vision and communicate the mission of Fellowship Kids.
6. Ability to work under high pressure and time sensitive situations with grace, compassion, and integrity
7. Maintains a teachable, cheerful, servant-oriented, and grace-filled attitude
8. Conducts oneself in a friendly, professional, and ethical manner with high integrity
9. Seeks, accepts and responds to evaluative feedback
10. Takes initiative to become more effective in management of ministry area and to develop more effective systems to support the ministry
11. Previous experience in volunteer management preferred
12. Proficient with a Windows-based personal computer and the MS Office Suite

Please send a resume and cover letter to apply@fellowshipdallas.org with the subject line Fellowship Kids Volunteer Coordinator