



POSITION DESCRIPTION: STUDENT MINISTRY VOLUNTEER COORDINATOR

PRIMARY PURPOSE & FUNCTION

The Student Ministry Volunteer Coordinator oversees all aspects of volunteer recruitment for 6th grade through 12th grade. Must be relational, organized and passionate for Student Ministry. Also, must possess a desire to effectively spread the gospel of Jesus Christ through Student ministry.

KEY RESPONSIBILITIES

- Recruits and schedules volunteers for both Sunday morning and Wednesday evening Middle School and High School areas.
- Recruits and schedules substitute volunteers for both Sunday morning and Wednesday evening Middle School and High School areas
- Work alongside Student Ministers to evaluate all weekly Connection Groups
- Use PCO to communicate weekly with volunteers
- Perform other related duties and responsibilities as required or assigned
 - Donut Team Leader and Team
 - NHH Team Leader and Team
 - Special Events Team Leader and Team
- Work alongside Student Ministry Administrative Assistant and Student Ministry Associate and maintain a good working relationship
- Communicate Volunteer Assimilation System to Volunteers
- Work alongside Student Ministry team to collaboratively communicate on volunteer recruiting
- Recruits from the Student Ministry Vision

KNOWLEDGE & COMPETENCY REQUIREMENTS

- Must possess the ability to build relationships with volunteers
- Must possess the ability to communicate promptly and effectively
- Must be reliable and a self-starter.
- Must be able to be flexible and work under pressure
- Must be a champion of the church staff culture
- Must be literate in Microsoft Office and Excel as well as have the willingness to be trained on any software for ministry purposes.

POSITION DETAILS

Payroll Status: Non-Exempt
Classification: Part-time, Hourly
Schedule: Wed PM, Sun AM, Tues AM
Hours: 10-12 per week

STAFF CATEGORY

Program Staff

REPORTS TO

Student Ministers

CONSULTS WITH

Communications Director
Student Ministry Admin Assistant
Student Ministry Associate

TEAM LEADER

Student Ministers

EDUCATION REQUIREMENTS

High School Diploma;
College degree is a plus

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

Issue Date: 6/27/18

Revision Date: 6/27/18

Revision No.: 2018.1

First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.

281.980.7070

2140 First Colony Blvd.

Sugar Land, Texas 77479

firstcolonychurch.org