
Job description

POSITION: Coordinator of Volunteer Services

Reports to: Business Administrator **Works With:** Staff, Pastor, Volunteers, Congregants

Supports: Church Staff, Ministries, and Committees

Salary: \$20-22/ hour **Classification:** Non-exempt; up to 20 hours/week

Schedule: Sunday mornings and 4 weekdays

MAJOR PURPOSE AND SCOPE:

To connect WPC community members with ministries while providing support for a busy office. Will serve as an “information hub”, working with the pastor and the appropriate committees to implement the church strategies around growing in faith, serving others, and gathering together. Will coordinate and be primary resource for our church management software, Planning Center. Will provide assistance as needed to other members of Church staff.

POSITION RESPONSIBILITIES:

Serves as a communication link: Connecting our ministries and committees with the congregation and greater Conejo Valley community; e.g., answering questions, relaying volunteer opportunities, and generally connecting individuals to the appropriate resource.

Supports Growth Ministries — Adult Christian Formation, Youth, Children & Families

Supports Serve Ministries — Mission

Supports Gather Ministries — Church Life

Maintains data base of congregants, community members, participants in child and youth programming and families using Planning Center.

Serves as connection point to external community services: groups that regularly meet on our campus; e.g., maintain master list, and be the point of contact.

Drives process improvements that would benefit staff using Planning Center and other softwares.

Organizational tasks as may be delegated by Business Administrator.

Supports various Church staff and programming as required.

Back-up to other members of office staff as needed.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

Demonstrated proficiency in Microsoft office suite and capacity to learn and expand the usage of the mobile and cloud-based software programs in church setting (familiarity with Apple environment a plus).

Must possess excellent people skills, able to establish working relationships with people on many levels; tactful, flexible, patient and compassionate.

Able to maintain a high level of confidentiality and professionalism.

Must be a self-starter and able to work independently within established guidelines, taking responsibility for completing work in a timely manner and following through with commitments.

Work remotely when needed in an efficient and effective manner.

Must demonstrate strong organizational skills; detail oriented; possess the ability to produce an accurate and thorough work product and able to monitor own work to assure quality

Ability to be finger-printed and pass background check

Must comply with the WPC Child and Youth Protection Policy

Work Remotely

- No

Job Type: Part-time

Pay: \$20.00 - \$22.00 per hour

COVID-19 considerations:

Our church follows LA County Dept of Health protocols.
Only fully vaccinated individuals should apply.

To Apply, email resume to: sendresumes@wpcwestlake.org

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