



MINISTRY COORDINATOR

300 VOLUNTEER ADMINISTRATION

POSITION TITLE: Ministry Coordinator

JOB CLASS: Coordinator

DEPARTMENT: 300

DIRECT SUPERVISION: Director of 300, Administration board, Senior Pastor.

GENERAL STATEMENT:

Multi-task position involving full knowledge of all ministries. The position will require both strong administrative skills and management skills. The core responsibilities center on organizing and managing the volunteer teams as well as connecting guests and new members to the ministries of High Fortress Church. The position will require the creation of a volunteer team that will serve in all scheduled services and events such as developing action plans and task coordination for volunteers.

SPECIFIC DUTIES:

- Support High Fortress Church in administrative capacity by taking responsibility for all administrative ministry functions.
- Manage all Volunteers related to church services (greeters, welcome center, parking lot, ushers and deacons);
- Manage all volunteer teams for weekend services and other ministry venues.
- Provide administrative support as needed.
- Recruit additional volunteers for full range of volunteer ministries.

REQUIRE SKILLS:

- Creative vision & Confident leadership
- Present facts in an organized manner
- Proficiency in meeting task deadlines/timelines
- Strong communication skills
- Skilled at buffering(screen, defend, protect, shield) interruptions
- Prioritize time
- Recruiting capable volunteers
- Administrative experience
- Events coordination experience
- Positive attitude and positive approach to problem solving.
- Team Building
- Organizational Skills

KEY PERFORMANCE MEASUREMENT:

- Maintain volunteer team calendars
- Work closely with Deacons and Usher
- Clear communication with volunteers and leadership in areas of service, leadership teams, and every aspect of church ministry.
- Builds and trains volunteer teams
- Prompt response to critical needs
- Confirm status of upcoming events weekly
- Managing all tracking and reporting functions.
- Empowering volunteer leaders to serve.