

## **FIRST UNITED METHODIST CHURCH OF SALEM**

**Position:** Director of Volunteer Ministries & Program

**Hours:** 32 – 40 hours per week

**Supervised by:** Pastor

### **Job Summary:**

Coordinate the volunteer ministries and programs of the church; including the development and implementation a church-wide Volunteer Recruitment, Training, and Support Plan. Priority in the first six months will be given to volunteer development for the Nursery, Family, and Christian Education ministries of the church.

### **SPECIFIC DUTIES:**

#### **Volunteer Coordination:**

1. Develop and implement an ongoing church-wide process to recruit, train, and support volunteers including leadership development.
2. Oversee the recruitment, screening, training, scheduling, supervision, support, and evaluation of volunteers.
3. Ensure that volunteer activities contribute to the overall goals and mission of the church.
4. Work to assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks.
5. Oversee the development of materials and forms needed, including Volunteer Handbooks, Training Manuals, Job Descriptions, etc.
6. Serve as an advocate for volunteers in the church.
7. Plan and coordinate volunteer appreciation and recognition activities.
8. Develop an annual evaluation and feedback process for volunteer performance and job satisfaction.
9. Work with the pastor and Lay Leadership Committee to enhance, fill, and expand volunteer roles in the congregation and develop a volunteer supervision system.
10. Expand volunteer opportunities and recruitment to people and organizations in the community such as Willamette University, etc.
11. Provide volunteer opportunity information and publicity to the appropriate venues such as the church website, newsletter, bulletin, etc.
12. Work with other local churches, as assigned, to cooperatively train volunteer leadership.
13. Network and collaborate with other non-profit and volunteer organizations in the region.

**Administrative Responsibilities:**

1. Attend weekly staff meetings and work collaboratively with all church staff.
2. Schedule and calendar activities with the appropriate church staff and volunteers.
3. Meet regularly with the pastor for supervision, goal setting, and planning.
4. Attend the Church Administrative Council meetings as needed.

**QUALIFICATIONS:**

**Knowledge & Abilities:**

1. A passion and enthusiasm to work with volunteers and help them succeed.
2. Excellent interpersonal and communication skills.
3. Excellent organizational and leadership skills; ability to handle multiple tasks, and use independent judgment in prioritizing time and responsibilities.
4. Proficient in the use of computers, spreadsheets, and word processing.
5. A willingness to learn, grow, and adjust as the job may require.
6. The ability to work independently and as a team member.
7. The ability to work a flexible schedule including evenings and weekends.

**Education & Experience:**

1. A BA, BS, or other degree in a field related to or that would enhance volunteer management. Theological studies would be helpful. Other educational experience will be considered.
2. Two years of successful volunteer coordination or experience in managing people.(i.e. human resources experience)
3. An understanding and commitment to volunteerism as Christian ministry.
4. A desire to work in and with the ministry of the local church.

**Application Process:**

Send a cover letter explaining your interest, background, and qualifications for this position, your resume, and contact information for three references to:

First United Methodist Church  
600 State Street  
Salem, Oregon 97301

Or to: salem1st@wvi.com