Administrative Volunteers Team Lead-Part Time

CALVARY CHURCH GOLDEN

Job Summary

The Administrative Volunteers Team Lead serves the mission of God and of Calvary Church by recruiting, training, supervising, and supporting volunteer teams who handle the communication, administrative, and office functions of Calvary church. The Administrative Volunteer Team Lead supports the clergy and lay staff by their presence at staff meetings to keep abreast of communication and administrative needs. Ideally, the Administrative Volunteers Team Lead will be a follower of Christ and have a living faith. It is expected that the successful candidate will make a minimum commitment of worshiping at Calvary two Sundays a month.

Duties and Responsibilities

- Recruit, train, deploy, supervise, and support volunteer teams (see Appendix A for full description of volunteer team job responsibilities) who carry out the majority of the administrative and office functions of the church, including:
    - The Weekday Welcome Team
    - Bulletin Team
    - The Office Admin Team
    - Proficient The Communications Team
    - Financial Team
- Develop new volunteer teams and proactively empowers others to use their gifts in administrative ministry
- Create systems and processes that are simple, repeatable, and transferable to others
- Develop and utilize a related ministry budget
- Participate in staff meetings, staff prayer, staff development, and team-building

Supervises: Volunteer Teams

Supervisor: Executive Pastor

Conditions and Compensation

- Half-time position (20 hrs/wk); in person 4-6 hours Monday - Thursday
- Compensation starts at $30-35K per year, depending on experience
- Professional Expenses and benefits per Calvary Employee Manual

Required Skills

- Experience in volunteer management or leading teams in a church or similar environment
- Relationship building and encouragement; finds joy by empowering others to succeed
- Ability to work cooperatively and effectively with a variety of people while maintaining a professional demeanor
- Organized and able to track projects to completion
- Experience in computer software, various operating systems (Windows or macOS), and cloud storage/file sharing platforms (Google Drive, preferred)
- Teaching others and developing training programs
- Good written and oral communications skills

Appendix A: Description of Volunteer Teams Roles & Responsibilities

- The Weekday Welcome Team
    - Provides a warm, caring presence for those who visit or call the church
    - Assists those seeking food and financial assistance through the food shelf
- Bulletin Team
    - Oversee production of quality bulletins and slideshows for weekend worship and special services
- The Office Admin Team
    - Keeps accurate membership records
    - Assists parishioners with using our church management system
    - Physical mailing as needed
    - Monitors the office email, G-suite account, and phone system
    - Orders supplies
- The Communications Team
    - Write, edit, and publish electronic and physical communications
    - Coordinates with communication contractor for website, internal promotion, and smartphone application
    - Supports leaders in using church management system
- Financial Team
    - Processes giving
    - Processes bills for payment
    - Miscellaneous financial administration