

Bandera Road Campus is searching for a Part-Time Volunteer Coordinator. Workweek will include weekdays and weekends as scheduled. Please click the button below to see the specific competencies and job responsibilities. If you are interested in applying, please send your resume to: jobs@city.church

Position Specific Competencies:

- A heart for the lost
- Excellent leadership skills demonstrating the ability to lead others in effective and honoring ways
- Self-motivated and flexible leadership style
- Proficient use of Word, Excel, email and Internet applications
- Technologically oriented

Volunteer Coordinator Key Job Responsibilities Include:

- Developing and maintaining clear pathways for people to serve at CityChurch
 - Understanding current and upcoming volunteer opportunities
 - Tracking the needs, recruitment and retention of volunteer teams
 - Communicating with Volunteer Team Leaders and Coaches to ensure best practices and alignment across the campus
- Organizing systems, processes and language to create a simple, user-friendly and consistent "next step" experience to serve on a Volunteer Team at the Bandera Road campus
 - Reviewing and evaluating the effectiveness of systems and process through the lens of our target audience (A)
 - Following up with Volunteer Team Leaders to hold them accountable to 100% contact of potential volunteers
- Assisting in the development of metrics and goals that will enable insight into progress and frame data driven decisions
 - Reporting proactively on key volunteer metrics to Supervisor
- Leading efforts to celebrate and recognize Bandera Road volunteers
- Facilitating regular trainings among staff and/or Coaches on key volunteer issues
- Collaborating with Supervisor on vision of the volunteer experience
- Connecting Purpose Path *graduates* with the appropriate volunteer Point of Contact
- Supporting "Live Your Purpose" team, including direct interaction with our attenders on weekends as scheduled
- Project Management as assigned by supervisor
- Attending and participating in meetings as assigned by supervisor
- Operating within a department budget demonstrating fiscal responsibility
- Completing administrative duties associated with role
- Recruiting and retaining volunteers needed to accomplish the primary objective and ensuring they are trained, supported, and empowered for excellence