

Salem Campus Volunteer Coordinator And Sunday Administrator

- 15 hours per week

As a valued member of our team, your primary role is to serve as the point person for the Salem Campus Sunday Service, pastors, and volunteers. Your dedication to excellence in every task and area of responsibility is crucial for the success of the team. Your support will actively assist others in achieving their goals. Additionally, we rely on your assistance in volunteer recruitment, as it helps us expand our team and amplify our collective impact in serving the community. Your role also involves engaging with attendees, actively greeting and connecting with them, and representing the spirit of hospitality during our Sunday Services. By embodying these qualities, you contribute to creating a warm and welcoming environment for everyone.

“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Colossians 3:17

“And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness, and patience...” Colossians 3:12

Volunteer Coordinator (8 hours per week)

As the Volunteer Coordinator, your primary responsibility is to recruit volunteers and follow through with their: training, scheduling, and recognition at the Salem Campus. This entails taking a leadership role in managing volunteers through Planning Center Services (website), overseeing the recruitment process, coordinating volunteer orientation, organizing ministry fairs, and planning volunteer appreciation events. In this position, you will work remotely on Saturdays and be present on-site during Sundays. Your role will play a pivotal part in building a strong volunteer community and fostering a culture of service and support within the church. Teams that you will directly oversee are the “First Touch” ministries: Hospitality Team (coffee & communion) Security Team, Ushers, Greeters, Connection Counter, as well as any other Sunday Service teams that could best serve the Sunday congregation.