**JOB SUMMARY**

The Volunteer Coordinator is responsible for recruiting, coordinating, training, selecting, supervising and United Christian Faith Ministries. This is accomplished by recruitment efforts in the church, scheduling and facilitating training, assigning volunteers to specific events and/or facilities representing volunteers regularly mentoring the volunteers through phone contact and ongoing training opportunities.
**JOB DUTIES**

* Interfaces with the Director of Events Planning to aid in the overall development and enhancement of the volunteer program and in developing and conducting a continuing program for recruiting, training, and retention of volunteers.
* Assures a sufficient number of volunteers to consistently provide service time equal to no less than 4 hours a month
* Supervises and establishes goals and objectives with and for the volunteer program. Monitors progress towards objectives/goals and follows up with supervisor/ Director of Events Planning.
* Responsible for screening, selecting, evaluating, counseling or disciplinary actions of volunteers, to ensure these individuals meet the highest standards of personal integrity, emotional maturity, responsibility, flexibility and sensitivity needs of the new believer and interested community.
* Assigns volunteers to meet program needs appropriate to volunteers’ interests and skills, including appropriate record keeping.
* Coordinates and conducts volunteer training and orientation sessions.
* Interfaces with the Director of Events planning regarding revisions, additions and deletions of volunteer forms.
* Responsible for documenting and tracking appropriate volunteer statistical information and other volunteer program records as evidenced by evaluations and other volunteer demographic needs completed before expiration or due date.
* Assesses and identifies volunteers’ educational needs and implements appropriate programs.
* Responsible for assisting in the planning the annual recognition program for volunteers.
* Tracks and records volunteer hours and comprise a current and accurate volunteer report.
* Completes a written performance evaluation of each volunteer on an annual basis.
* Assures volunteer recruiting is sufficient and meets set goals per the Church strategic plan.