

POSITION DESCRIPTION

The Volunteer Coordinator furthers the mission of Santa Barbara Community church by equipping the church for ministry. This person will give attention to recruiting, training, scheduling, and overseeing Sunday volunteers. This position is a one year temporary position.

QUALIFICATIONS

- Commitment to Christ as Savior and a life of worship and faithfulness
- Agreement with SBCC vision, statement of faith, core values, and theological distinctives
- Willingness to co-labor with and assist other members of the SBCC staff in a spirit of joy, humility, and curiosity for the advancement of SBCC vision and mission; teachable and open to feedback and accountability
- Excellent organizational, planning, and project management skills
- Flexibility, adaptability, and problem-solving skills
- Evident people skills
- Strong communication skills, both verbal and written
- Must be able to bend, lift 40 lbs, and stand for long periods of time in order to support the set-up, clean-up of Sunday activities and various events.

PRIMARY RESPONSIBILITIES

- Recruit, train, schedule and oversee the following volunteer positions:
 - Sunday set up
 - Sunday clean up
 - Coffee between services
 - Greeters/Connections/Welcome Table
 - Hospitality
 - Prayer teams
 - Event support
- Fill in as a volunteer for any of the above teams as needed.
- Act as a point person for questions from staff and church attendees on Sundays.
- Coordinate with the Operations Specialist to ensure that the appropriate tables are out on the patio after services for various ministry opportunities as well as restock necessary supplies (e.g. communion cups, announcement sheets, informational flyers, etc).

OTHER EXPECTATIONS

- Live out partnership with SBCC including generous giving, regular worship attendance, church membership, and small group involvement (either as a member or leader)

ACCOUNTABLE TO

- Director of Operations

HOURS AND SALARY

10 hours/week

Starting at \$27-\$30/hour, depending on experience

This position is a one year temporary position

FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to hr@sbcommunity.org.