

# Volunteer Teams Coordinator

**Status: Part-Time, Salaried**

## **Mission & Vision of GraceHill Church**

GraceHill exists to create a thriving community of transformed people. This is reflected in our mission to LOVE people, CONNECT them to Christ, EQUIP them for life and prepare them to SHARE.



## **About this Role**

The Volunteer Teams Coordinator at GraceHill is a vital role responsible for recruiting, training, and managing volunteers to support the church's ministries and programming. This position ensures that volunteers are equipped, engaged, and empowered to serve effectively, aligning with the church's core value of "We don't attend GraceHill. We are GraceHill." The Coordinator will foster a welcoming, Christ-centered environment, support the church's growth and enhancing its ability to meet the needs of an expanding congregation.

## **Responsibilities**

- Volunteer Team Management:
  - Recruit, train, and empower volunteer teams to enhance the guest experience, including but not limited to Communion Prep, Hospitality, Kids Ministry, Safety, Worship Tech, Ushers & Welcome/Greet.
  - Provide ongoing support and encouragement to team leaders and volunteers, fostering a culture of service and collaboration.
  - Develop framework and strategy for new teams or subsets of current teams as ministry growth is experienced.
- Insights and Strategy:
  - Analyze engagement data to refine strategies for outreach, retention, and membership growth.
- Talent Scout:
  - Identify potential individuals whose talents would help fill gaps within our church.
  - Be watchful and identify individuals with talents that could be useful in further leadership or church growth.
- Long Term Member Engagement
  - Continue to utilize talents of long-term members and make connections when opportunities arise.
  - Create process on how to identify and mitigate dis-engagement within the congregation.

## **Qualifications**

- Education and Experience:
  - Bachelor's degree in ministry, communications, public relations or marketing (preferred).
  - Experience in church ministry, guest services, or a similar engagement-focused role.
  - Proven track record of building relationships and leading a team in a ministry or nonprofit or corporate setting.
- Skills and Abilities:
  - Exceptional interpersonal and communication skills, with a heart for hospitality and connection.
  - Strong organizational and project management skills, with the ability to multitask and meet deadlines.
  - Proficient in using church management software (e.g., Planning Center) and basic office technology.
  - Ability to analyze data and feedback to inform strategies and improve outcomes.
  - Warm, approachable, and empathetic demeanor with a passion for welcoming others.
  - Collaborative team player with a proactive and creative mindset.
  - Ability to handle sensitive information with discretion and maintain confidentiality.

## **Accountability**

The Volunteer Teams Coordinator will be accountable to the Director of Operations regarding completion of duties.

## **Personal Responsibilities**

All GraceHill staff are accountable to the following personal conduct expectations:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Be a faithful and cheerful giver toward the mission and vision of GraceHill Church.
- Be loyal to the vision and staff of GraceHill Church and always seek to protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest in and invite the lost to GraceHill Church and into a relationship with Jesus Christ.
- Adhere to the Employee Handbook.