

# Program and Volunteer Coordinator - Student Ministries

**Staff Purpose:** The Program and Volunteer Coordinator seeks to lead and serve as a faithful part of God's work in and through the ministry of First Methodist Church of Mansfield. The Program and Volunteer Coordinator serves on a ministry team dedicated to a team approach to the ministry entrusted to us.

**Job Overview:** The Program and Volunteer Coordinator seeks to provide expertise in the field of logistics and administration in order to support the Student Ministries Director. The Program and Volunteer Coordinator helps organize and coordinate events, programs and budget as well as be the main contact for all adult volunteers.

**Responsibilities and Duties:** (include but not limited to):

- Be in constant contact with all adult volunteers for all programs.
- Volunteer appreciation and volunteer communication.
- Ensure all volunteers are compliant according to First Methodist Mansfield standards.
- Oversee the ordering and inventory of program materials as well as overall student ministries budget.
- Prepare and send out weekly newsletters and other important announcements.
- Create and manage all event/program registrations.
- Record and track all attendance for weekly programs.

**Required Qualifications:**

- Desire to see one's life work to be dedicated toward the Kingdom of Jesus Christ
- Strong work ethic and self-starter
- Ability to work with software and use of online resources and computer
- Commitment to safety and care of students
- Ability to work and lead people to accomplish common goals and objectives
- Familiarity with spreadsheets
- Ability to lift 35 lbs
- Valid driver's license

**Preferred Qualifications:**

- Graphic Design
- Effective Public Speaker/Communicator
- Organizational skills

The Program and Volunteer Coordinator will adhere to the principles of confidentiality concerning the business of this ministry.