

GRACE EPISCOPAL CHURCH:

VOLUNTEER COORDINATOR FOR CHILDREN AND YOUTH PROGRAMS

Description:

The Volunteer Coordinator for Children and Youth Programs is a staff position to recruit, nurture, and direct volunteers for Grace Church's Sunday morning program and two monthly youth group meetings.

Time: 10 hours per week. Hours are flexible and time is averaged with more time required during the school year and less during the summer. It is a 12 month position.

This person must complete online Safeguarding Training from the Episcopal Diocese and commit to upholding Safeguarding guidelines for volunteers, children, and youth.

Responsibilities:

In cooperation with the Director of Faith Formation, this person will:

1. Recruit, coordinate, schedule, and direct volunteers for our children's programs on Sunday morning
2. Ensure volunteers are equipped to smooth running of two rooms, ages 4-12, on Sunday mornings
3. Step in to help where necessary
4. Coordinate classroom preparation and clean up, including supplies
5. Develop communication between volunteers; meet with volunteers on a regular basis
6. Help develop strategies to foster a positive, safe learning environment
7. Meet weekly or biweekly with Director of Faith Formation to discuss upcoming programming

In addition,

8. Recruit and organize volunteers for two youth nights per month in coordination with Youth Coordinator for meal preparation and clean up (there is no need to be present in person on these nights)
9. Ensure all regular volunteers with children and youth are Safeguarding trained

Requirements:

1. Demonstrates ability to show initiative and be self-motivated and flexible
2. Demonstrates excellent organizational and communication skills
3. Demonstrates enthusiasm for and commitment to faith formation programming for children
4. Able to positively support and direct volunteers
5. Willing and able to work a majority of Sundays
6. Previous experience with children preferred