

## CBC VOLUNTEER & EVENTS COORDINATOR

### **Summary**

Under direction of the Senior Pastor and Elder Board, the Volunteer and Events Coordinator oversees non-core ministry (Worship, Children's, Student) volunteers and volunteer-related events. This position is responsible for creating, developing and sustaining a relational connection and coordination with congregation volunteers, engaging them in vitality of service within the church's purpose and mission. In addition, this role will plan and oversee key church events and projects throughout the year.

### **Essential Duties & Responsibilities**

#### **Volunteers**

- Develops, designs, reviews, and oversees CBC's Volunteer Program and special events.
- Responsible for implementing and sustaining Volunteer Program criteria, policies, tracking, and reporting methodologies and tools.
- Oversees volunteer recruitment, screening, coaching, and job assignments.
- Manages volunteer database.
- Maintain documentation (trainings, policies, procedures, safety, etc) of Volunteer Program.
- Track volunteer hours (monthly, quarterly, annual) for future planning purposes.
- Periodically, solicit feedback from volunteers to assess satisfaction with assignments, possibility for additional or different volunteer opportunities.
- Oversee volunteer recognition opportunities.
- Assist with planning, distribute, and conduct event calendar

#### **Events**

- Plans and executes special events including church picnics, missions appreciation luncheons, sunrise Easter service, NOEL Christmas concert, and other church activities.
- Works with marketing lead to promote events across web, print, and social platforms.

#### **Community Relations**

- In collaboration with the Sr. Pastor and Elder Board, take an active role in developing and maintaining excellent relationships with community organizations.
- Attend strategic community events and gatherings to represent CBC and identify potential service areas/needs and partners.

#### **Qualifications**

High School Diploma or GED Equivalent

Valid CA. Driver's License and clean driving record

Previous experience with volunteer based programs

Excellent people skills with an understanding of how to best engage people and create a hospitable environment.

Excellent written and oral communication skills.

Professional administrative and organizational skills, including MS Office Suite

Ability to present ideas verbally and in writing to senior management