

Member Engagement and Volunteer Coordinator

Our Savior's Lutheran Church, Hartland WI

Reports to: Pastor(s)

Status: Part time (20 hours/week)

FLSA: nonexempt

Job Summary

The Member Engagement and Volunteer Coordinator contributes to the vibrant life of the congregation by actively connecting with members; providing opportunities to engage in a variety of ministry and volunteer activities. This pivotal role serves as an ambassador for the congregation by creating a welcoming and comfortable atmosphere for visitors, coordinating the efforts of the various ministry teams, and connecting individuals, through the matching of time and talents, to opportunities to serve.

Essential Functions

Oversee volunteer ministry at Our Savior's by scheduling volunteers for service, communicating these schedules, and initiating regular follow-up with volunteers.

Direct ministry team meetings and help to engage those serving on ministry teams with regular follow up with team leaders, encouragement to include new members, and vibrant communication with staff.

Create and maintain an electronic, accessible, volunteer database and work to discover members gifts and areas for desired involvement using phone, personal visits, and personal connection.

Nurture members' connections to Our Savior's by offering check-ins with volunteers and follow-up with new members, both at regular intervals.

Coordinate annual member and volunteer enrichment events, including a volunteer thank you brunch, an annual new member brunch, and a volunteer engagement day.

Assist with creating and staffing a booth in the narthex to greet and welcome visitors.

Oversee and facilitate the welcome ministry and card ministry of Our Savior's.

Other Responsibilities

Participate in regular staff meetings.

Answer the phone (with assistance from other staff).

Help Sunday morning volunteers and staff with anything needed to provide for quality worship.

Preferred Qualifications

Bachelor's degree in a related field (or related experience working with or managing others)

General Understanding of the Evangelical Lutheran Church in America

Computer fluency and proficiency

Physical Requirements

Able to move freely in and out of different small-group settings (homes, church, businesses)

Able to speak in a public forum.

Able to lift 20 lbs.

Core Competencies

Developing Volunteers. Ability to identify, recruit, and develop individuals into positions of responsibility, providing challenging and engaging opportunities to serve. Empowers and encourages others by maintaining open communication and providing positive, instructive feedback.

Motivating Volunteers. Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; makes each participant feel valued.

Interpersonal Relationships. Relates well to a diverse group of individuals, inside and outside of the congregation; establishes appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

Delegation. Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform.

Compassion. Genuinely cares about people; is concerned about their work and nonwork problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.