

# Adult Education Volunteer Operations Coordinator



## ADULT EDUCATION VOLUNTEER OPERATIONS COORDINATOR ROLE DESCRIPTION

The Adult Education Volunteer Operations Coordinator ensures the Adult Education department functions as effectively and efficiently as possible by recruiting, training, and coordinating volunteer leaders; providing administrative support; and by planning and leading all Adult Education events and projects to completion in a timely, excellent manner.

## RESPONSIBILITIES

**Assist Adult Education Pastor to Recruit and Lead Highly Effective, Envisioned Adult Education Volunteer Teams**

**Recruit, Equip, Support, and Lead a Team of High Impact Volunteer Administrative Coordinators**

**Ensure Professional, Accurate, Timely Response to Communication Requests (Phone or Email)**

**Serve as Adult Education EMS Scheduling Captain**

**Utilize Fellowship One Membership Database**

**Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

**Demonstrate a Commitment to Growth**

- Receive and apply training and development received from the Pastor of Adult Education
- Attend all department and All-Staff meetings

**Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

**Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant at weekend services and in a Section Community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas and Easter services, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** Part-Time

**HOURS PER WEEK:** 25

**SUPERVISOR:** Pastor of Adult Education