

# Women's Volunteer & Operations Coordinator



## WOMEN'S VOLUNTEER AND OPERATIONS COORDINATOR ROLE DESCRIPTION

The Women's Volunteer and Operations Coordinator recruits, equips, shepherds and leads volunteer team to provide volunteer and operational leadership for Women's Ministry in addition to leading the planning and execution of high-quality, high impact Women's events.

## RESPONSIBILITIES

### Recruit, Envision, Equip, Lead and Support Volunteer Coordinators

- Identify and recruit Volunteer Coordinators as needed
- Train Volunteer Coordinators in the use of the church database data entry, social media management and event planning systems and processes
- Provide direction and support to Volunteer Coordinators for major events (i.e. annual retreats, teas, socials and other large departmental events)
- Assist Volunteer Coordinators in ordering ministry materials and supplies
- Support Volunteer Coordinators in scheduling of space and media (as needed)
- Oversee Volunteer Coordinators in preparation of handouts and study materials
- Envision and support Volunteer Coordinators in encouraging their volunteer teams
- Train and oversee Volunteer Coordinators in execution of event registrations
- Provide care, support and coaching to the Volunteer Coordinators

### Lead Volunteer Coordinators in Completing Volunteer and Logistic Functions with Excellence and Efficiency

- Submit updates for the website in a timely manner
- Provide Essential & Connections text to Communications Department when needed
- Collaborate with Communications to design, print and distribute marketing publications for Ministry by Women
- Process reimbursement and check requests
- Ensure ministry budgets stay below trend for the year with timely, accurate reporting
- Support Volunteer Coordinators in the scheduling of events, classes and studies

### Support the Planning and Execution of Special Events

- Provide fund-raising oversight to Volunteer Coordinators as per church policies
- Attend volunteer leadership team meetings as needed to effectively support large events
- Partner with other ministries as needed to plan church-wide events and planning next steps

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

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, sensitivity, discretion and a service-orientation

### Assist the Adult Education Pastor

### Perform Other Duties and Tasks as Assigned

# Women's Volunteer & Operations Coordinator

MINISTRY:  
Adult Education

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

### Demonstrate a Commitment to Growth

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

## WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## WHO YOU ARE

### You 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
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

### You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Essentials of Our Faith](#)

## REQUIREMENTS

- Bachelor's degree or equivalent experience
- Highly administrative with an attention to detail
- High EQ
- Ability to lift up to 20lbs
- Relevant or corporate experience preferred
- Proficient computer skills and use of social media
- Experience in or willingness to learn, excel, design, marketing and publication programs (Pages, Adobe, etc.)

**SUPERVISOR:** Adult Education Pastor

**POSITION TYPE:** Part Time, Non-Exempt

**HOURS PER WEEK:** 28; Monday, Tuesday, Wednesday, Thursday and occasional evenings or weekends for special events

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**HOURLY RANGE:** \$14.50 - \$21.50 / Hour

**BENEFITS:** Paid Vacation and Sick Leave