

Part-Time

Position Description

The Family Ministries Volunteer Associate is responsible for planning, coordinating, and executing various Volunteer events and on boarding. This role involves creating a welcoming and engaging environment for Volunteers in Family Ministries facilitating training, communication with volunteers, and organizing recruiting along with celebrating the volunteers.

Primary Duties and Responsibilities

Volunteer Assimilation

- Volunteer Processing: Implement processes and procedures to effectively assimilate volunteers into Family Ministries. This effort would include recruitment concepts (including seasonal pushes), applications, interviews, reference checks, national background checks, and orientation.
- Volunteer Recruitment: Creating and implementing a volunteer campaign twice a year to recruit volunteers to serve in Family Ministries.
- Volunteer Training: Quarterly volunteer trainings for new and vetted volunteers.
- Resource Management: Manage the budget allocated for volunteer resources and events, including purchasing necessary supplies, materials, and resources within the approved budgetary limits.
- Special Events: Create and implement volunteer celebration throughout the year.

General Responsibilities

- Meetings: Attend weekly Discoveryland staff meetings. Assist with monthly team meetings scheduled around weekend service times.
- Staff Meetings: Attend staff meetings for global, visionary, and organizational matters.

Interaction with others

- Volunteer Communication: Connect with current volunteers through social media, email, and mail.
- Relationship Building: Foster positive relationships with children, parents, volunteers, and staff members, creating a warm and inclusive atmosphere.
- Able to work well with other Northwoods staff, adult volunteers, and parents.

Desired Skills and Abilities

- Administration, organizational skills, computer knowledge, proofreading skills, event planning, and telephone etiquette, spiritual, emotional, and physical health.
- Beneficial Spiritual Gifts should include leadership, administration, wisdom, and teaching.

Educational and Experience Required

- High school diploma, college, or 2 years of experience in Children's Ministry preferred.

Pay and Benefits Information

Family Ministries Volunteer Associate

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The pay range for this position is expected to begin at \$15.00/hour. The exact base rate will be set based on the candidate's experience and our available budget at the time of hire. This part-time position will allow for some benefits, like group dental & vision, as well as a match to a sponsored retirement plan (after 1 year of service if the employee meets the plan requirements).