

King of Glory Lutheran Church, Arvada, Colorado
kog-arvada.org 303-421-9930

Job Posting

Director of Volunteers

Reports To Senior Pastor

Job Overview

KOG Lutheran Church is restructuring its staff in order to equip, train, organize and empower the congregation to perform the ministries that God is calling us to do. The Director of Volunteers enjoys getting to know people and their gifts, experiences, and their willingness to be a part of something bigger. The DV makes it easier for people to be involved at KOG and is willing to approach individuals personally to encourage them to use their gifts. The DV is organized and diligent in matching people and ministries to do God's Work with Our Hands. The DV will create maintain and make use of a volunteer database, as well as recruit, remind, and appreciate volunteers. When needed, the DV will support and assist (not replace) volunteer leaders who are already coordinating existing ministries.

Responsibilities and Duties

- Attend worship
- Get to know people
- Create and regularly update volunteer/time/talent/gift database
- Match gifts/needs
- Encourage participation personally
- Follow up with reminders and thank-you's
- Write volunteer position descriptions
- Perform background screenings
- Arrange for training as needed
- Oversee electronic volunteer sign-up system
- Recruit volunteers as needed
- Coordinate an annual volunteer appreciation

Qualifications

- Education level: Bachelor's preferred, not required.
- Experience: 2+ years in people-organizing, people-skills job, life experience valued
- Specific skills: flexibility, initiative, team player, organized, outgoing, intuitive, enjoy helping people get connected, working knowledge of databases and Microsoft Office

Hours

- Part-time: 15 hrs/wk, flexible by church season
- Salary negotiable commensurate with experience, education, certifications