



Job Profile

Berean Baptist Church is on mission to see our lives, our community, and our world transformed by the power of the gospel. The Family Ministry at Berean is responsible for overseeing the education and faith development of children from birth to grade five (Berean Kids) and youth from grades six through twelve (Berean Youth) by creatively and effectively partnering with parents to influence future generations with the gospel.

The BK Volunteer Coordinator is responsible for the volunteer needs of Berean Kids, focusing on recruitment onboarding, communication, support, and appreciation of all volunteers. The role will be key in helping to create a thriving and vibrant volunteer culture and will function as a part of the Berean Kids team. This is a part time non-exempt (hourly) position of 15 hours per week and reports to the Berean Kids Director.

Job Responsibilities

Essential duties:

- Recruit and manage volunteers for Berean Kids Sunday and Wednesday programming, as well as Summer Blast (VBS).
- Coordinate the gifts and skills of the volunteers with the needs of the Berean Kids.
- Communicate effectively with volunteers regarding schedules, policies, training, and other pertinent information.
- Support and appreciate volunteers on an ongoing basis
- Help the team develop and equip a volunteer lead team
- Work closely with the team regarding volunteer needs and status
- Participate fully as a member of the Berean Kids Staff by communicating effectively, sharing resources, and helping other team members as needed
- Ensure observation of the safety policies, including requesting background checks
- Delegate appropriate tasks to volunteers

Other duties:

- Accomplish other office and administrative duties as needed
- Occasional all staff events through the year
- Occasional Berean Kids events

Knowledge, skills, and abilities

- Model a growing, personal relationship with Jesus Christ
- Agree with the Berean Baptist statement of faith
- Maintain or establish membership at Berean Baptist Church

“We know that for those who love God all things work together for good, for those who are called according to his purpose.”

Romans 8:28 ESV

- Have a passion for kids and families to see their lives, communities, and world transformed by the power of the gospel
- Administrative Assistant experience within a team environment
- Proven ability to make rational, in-the-moment decisions and to solve problems
- Biblical conflict resolution skills that support team cooperation
- Strong, professional relational, and communication skills
- Computer skills and ability to learn database and media tools
- Adeptness to work effectively with a variety of personalities, skill levels, and situations

Work Conditions

- Working in an office for periods of time
- Involves some light lifting and managing supplies for storage
- Working BK or Family Ministry events that are outside of regular work hours, which can be in the evenings or on weekends.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.