

## **UUCWI Volunteer Coordinator Role Description**

Approved by Board of Trustees on March 14, 2005

**Purpose of Position:** To organize and maintain information regarding volunteers and volunteer positions; to assist church members in matching volunteers to positions.

**Nature of Position:** This is a standing, unpaid position within the Membership Committee.

### **Key Responsibility Areas:**

#### **1. Organize job descriptions**

- maintain a list of current job descriptions within the church
- develop new job descriptions as needed in coordination with the Board of Trustees, committee chairs and/or the Church Coordinator as appropriate
- identify needed tasks that are not currently included in any of the volunteer jobs and recommend action to the Membership Committee

#### **2. Maintain a database of volunteers and positions**

- maintain a list of all volunteer positions within the church
- interview church members to determine their areas of current and future interest in volunteering, as well as specific skills and abilities
- provide information to potential volunteers regarding volunteer positions as requested
- interview new members and friends within two months to assess their volunteer interests
- forward information regarding new members' volunteer interests to appropriate committee chairs or other church leaders
- provide a list of potential interested volunteers to the Board of Trustees, committee chairs, Church Coordinator, and others as requested
- update each member's interest profile at least every two years

#### **3. Serve as a volunteer resource**

- serve as a resource to committee chairs, the Board of Trustees, the Church Coordinator, and others regarding recruiting, training and managing volunteers and updating job descriptions
- facilitate transitions as needed from one volunteer to another in key positions, such as newsletter editor or committee chair

### **Knowledge & Skills Required:**

- highly developed organizational and interpersonal skills
- computer database or other data management skills
- ability to meet deadlines and respond to requests in a timely manner

**Selected by:** Board of Trustees

**Supervised by:** Membership Committee Chair

**Current Staffing:** Nancy Snow