



Volunteer Coordinator

Position Type: Volunteer

Position Overview:

The Volunteer Coordinator at Calvary Chapel Fort Walton Beach plays a vital role in ensuring that the volunteers at the church are properly oriented and onboarded. This volunteer position is suitable for someone with a passion for people, strong communication skills, and has the ability to self-manage.

Key Responsibility:

The Volunteer Coordinator is responsible for communicating with the key volunteers in each area to make sure they have reported any new volunteer and that volunteer's contact information. They are then responsible for making sure the new volunteer has completed all requirements for volunteering at Calvary Chapel Fort Walton Beach.

Other Activities:

- Prayer: There's no substitute for the depth of spiritual resources only obtained through prayer. Consider praying for the church, the leadership, the key volunteers, and each volunteer. Embrace all activities in this role in a prayerful way, being full of the Spirit and staying in step with the Spirit.
- Communicate: Communication with the Key Volunteers is imperative. The person in this role will make sure the Key Volunteers in each area know to send him/her the name, email address, and phone number of each new volunteer.
- Coordinate Onboarding: Each new volunteer should be contacted and welcomed. The Volunteer Coordinator will let the new volunteer know that they will need to add the Calvary Chapel FWB app to their phone or computer. Also, instruct them how to go to the app to read and agree with Calvary Chapel FWB's Statement of Faith. The person in this role will encourage the new volunteers to schedule a pastor's visit with Pastor Andy.
- Background Check: As soon as the Key Volunteer sends a new volunteer's name and email, the Volunteer Coordinator will use this to send the new volunteer a form to be completed for a background check and a training module. Once the background check is completed and has been viewed for any alerts, the Volunteer Coordinator will add background check to the person's file in Subsplash under Capabilities.

- Organization: This role is responsible for maintaining a list of all current volunteers and their contact information.
- Update Subsplash: The Volunteer Coordinator will be responsible for keeping the volunteer group in Subsplash up to date with the current volunteers, as well as those potential volunteers who have completed the Statement of Faith and had a background check.
- Key Awareness: The Volunteer Coordinator will maintain a list of all people in the church who have keys to the church and note this under Capabilities in Subsplash.
- Maintenance: Make sure each volunteer has completed all requirements for the volunteer position and that those requirements are noted in Subsplash under Capabilities. Periodically check Subsplash to see if all information is current for each volunteer.

Qualifications:

- A committed Christian with an exemplary personal relationship with Jesus Christ.
- Regularly attends the Sunday services.
- Excellent communication and collaboration skills.
- Trustworthy and responsible with significant information, maintaining confidentiality with volunteer information.
- Assent to the Statement of Faith for Calvary Chapel Fort Walton Beach

Time Commitment:

- 1st half of the year, or 2nd half of the year.
- 4-6 hours a week (can be entirely remote).
- Monthly Key Volunteers Meeting on Sunday afternoons.
- Opportunity to serve and make a meaningful impact in the church community.
- Personal and spiritual growth as a Christian.
- Personal and organizational growth in assisting a growing church. Fellowship and support from a dedicated team of Pastors, Elders, and key volunteers.
- The chance to be part of leadership at Calvary.

If you are interested in serving as a Volunteer Coordinator at Calvary Chapel Fort Walton Beach, contact Pastor Andy Falleur.