

Job Description: Church Worship & Volunteer Coordinator

Closing Date: June 15th, 2024

Submit applications including resume to the Admin Board Clerk at woodynookclerk@gmail.com

Position: Church Worship & Volunteer Coordinator

Woodynook Christian Reformed Church is looking to hire a Church Worship & Volunteer Coordinator to help build and maintain relationships within the congregation and community.

Primary Responsibilities

- Develop and implement strategies to strengthen community engagement and involvement.
- Recruit volunteers and work with members to discover and develop their gifts.
- Support the worship committee and Sunday services with scheduling and material preparation.
- Recruit and help build praise teams.
- Act as a coordinator of worship services to ensure clear communication and all service roles are filled.

Secondary Responsibilities

- Work with pastors and administrative staff on special projects
- Cover the essential weekly tasks when other administrators are on holidays

Requirements and skills

- Exceptional interpersonal and communication skills.
- Proven experience in volunteer management and community building
- Strong networking abilities with a natural flair for connecting with diverse individuals
- Ability to thrive in a collaborative and team-oriented environment
- Being well-known and respected in the Woody Nook community is an asset
- Experience with worship and music is beneficial.
- Strong computer skills and ability to operate office equipment
- Ability to handle stress and problem-solve
- Expected attendance at Sunday worship services

This position will require 20-30 hours a week, is flexible, and may require evening work.

As this is a newly established position, the working hours will be subject to re-evaluation after three months.

Note: Holiday hours need to be scheduled in communication with the Staff Relations Committee and other administrative staff