



VACANCY ANNOUNCEMENT

Position: Directional Leader for Volunteer Services

Department/Location: Ministry Resources/Central Services

Classification: Full-time (40+ hours per week); Exempt

Compensation: Grade 12

Application Deadline: **Open until filled**

Summary and Description of Duties

As a member of the staff team, the Directional Leader for Volunteer Services will develop and lead a core team of individuals who are passionate about helping volunteers serve with their God-given gifts and talents. This person will train and guide leaders to equip volunteers by creating and managing systems that support and engage people in spiritual growth through service. The Directional Leader for Volunteer Services desires to live out the Priesthood core value of the church that every member is gifted and called to serve.

Duties:

- Develops and leads a core team of individuals to facilitate the systems and programs necessary to welcome, discover, connect, equip, and call people into a gift-based Christian service.
- Partners with paid and volunteer leaders to ensure written position descriptions are developed for the many diverse serving opportunities available through groups in the Saint Paul's Baptist Church and community.
- Publicizes and promotes serving opportunities for all areas of the church and within the local community.
- Collaborates with Directional Leader for Faith Formation to coordinate a discovery class for helping people to uncover their gifts, passions, talents, experience, and abilities for service.
- Utilizes relevant resources and tools to help the Saint Paul's Baptist Church congregation match gifts to serving opportunities. Make recommendations for new tools or resources, as needed.
- Helps leaders develop skills as equippers and enablers of volunteers.
- Develops and administers a churchwide volunteer system for tracking recruitment, background screenings, interviewing, placement and follow-up of volunteers.
- Facilitates recognition and appreciation events and activities for volunteers.
- Collaborates with the staff and ministry partners in planning of annual trainings and retreats.
- Attends regional and national training events as time and funds permit.
- Develops and manages annual budget for volunteer support services.
- Meets regularly with the staff team to assess volunteer needs and evaluate the level of effectiveness and progress of Saint Paul's members and groups in living out the values of an equipping culture.
- Performs other related duties, as assigned.

Knowledge, Skills, Abilities

- Spiritually mature
- Ability to develop, implement, and edit comprehensive ministry plans
- Excellent communication, facilitation, and organizational skills
- Experience as a volunteer
- Excellent diplomatic and people skills
- Excellent collaboration skills with peers, direct reports, other staff, and volunteers.
- Effective teaching, training and coaching skills
- Outgoing and creative
- Holds self accountable to meet commitments and able to hold others accountable to the same degree
- Able to build effective teams that bring individual perspectives together to reach common goals

- Proficient user of Word and Excel, has the ability to quickly learn the church database system, can contribute ideas to how technology can be better used as an equipping tool

Education/Experience:

- Master's Degree or equivalent combination of training and/or experience required
- Minimum of 3 years related experience in volunteer management preferred
- Willingness to learn SPBC church policy as it pertains to church membership, leadership, and service
- Experience, passion, sense of call and relevant spiritual gifts will transcend education
- Familiarity with texts, resources and methodologies for group formation and development

Interested persons must apply via the Saint Paul's Baptist Church website: www.myspbc.org

Resumes can also be sent for review to human.resources@myspbc.org