

Staff Position Posting

Zion Church continues to be a “*seeker sensitive*” church where anyone would feel comfortable. It is the mission of Zion Church to help people **MEET GOD**, through their contemporary Sunday worship experience. Zion Church further desires to help people **GROW CLOSER TO GOD**, by encouraging them to do life together in Small Group community. Last, Zion Church encourages people to **SERVE GOD** through various local, national, and international volunteer opportunities.

Volunteer Director – Landover Campus **Full-Time Staff Position**

The Volunteer Director reports to the Assistant Lead Pastor of Zion Church Landover. The Volunteer Director is responsible for the support of church wide volunteer recruitment, training, scheduling and recognition. This includes leadership and coordination of a volunteer check-in team, managing the volunteer recruitment process, coordinating volunteer orientations, ministry fairs, and recognition events.

Key Responsibilities

- Develop, promote, and maintain a wide range of volunteer opportunities within the church
- Survey staff regularly to assess needs for volunteer assistance
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Ensure volunteers are staffed to support the various ministries of the church, in addition to visitor service areas, special events, administration, and facilities.
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Conduct and/or arrange for volunteer orientations and trainings
- Develop, maintain and update volunteer orientation materials (handouts, contact information, lanyards, etc.) with ministry staff.
- Schedule all volunteer activities
- Develop and manage volunteer policies, procedures, and standards of volunteer services
- Assess visitor feedback received through comment forms to improve volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Recruit, interview and place applicants for volunteer work
- Host and attend recruiting events within the church community to attract qualified candidates
- Provide ongoing support and guidance for volunteers
- Confer with volunteers to resolve grievances and promote cooperation and interest
- Create and distribute various communications and publications to highlight volunteer services

- Enter, maintain and add “positions” for all ministry areas which include ministry descriptions, application requirements, questionnaires as well as personality and spiritual gift assessments.
- Develop and maintain a volunteer assimilation process.
- Other duties as assigned.

Qualifications

- A growing committed follower of Jesus Christ.
- High School Diploma Required
- 3 years of experience working with volunteers
- Strong work ethic and people skills
- High proficiency in ministry development
- Ability to create and provide trainings
- Availability during non-traditional work hours
- High acumen in recruiting

How to Apply

For more information, visit ZionLandover.com/employment to apply and submit job application. Applicants should submit a resume and cover letter outlining how they meet the specific requirements of the position by, **March 3, 2017**, the position closing date.

***While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

****Please note the selected candidate will be required to submit to any special requirements e.g., criminal records check and credit check.*