



<b>Job Title</b>	<i>Preschool Volunteer Coordinator - Downtown</i>
<b>Reports to</b>	<i>Preschool Director</i>
<b>Part-Time</b>	<i>10-15 hours per week</i>

### **Job purpose**

The Preschool Volunteer Coordinator is responsible for volunteer recruitment, training, scheduling, and recognition at our Downtown campus. The Preschool Volunteer Coordinator will report directly to the Preschool Director. The mission of Lakes Church is one church, multiple locations on mission to glorify God by staying tethered to Christ through His Word and reaching central Florida with the Gospel by turning members into missionaries.

### **Duties and responsibilities**

1. Champion the use of the Church Database (Planning Center), as the primary tool for volunteer recruitment and tracking.
2. Utilize the Church Database (Planning Center) to schedule rotation for Sunday mornings, Wednesday evenings and special events.
3. Contact New Members interested in serving in Preschool.
4. Initiate and manage the background check process with new volunteers and current volunteers to remain in yearly compliance.
5. Develop, maintain, and update volunteer orientation materials (handouts, contact information, lanyards, etc.).
6. Plan and implement quarterly volunteer recognition events.
7. Oversees scheduling of volunteers for classes and assures adequate volunteer levels. Takes lead in calling substitutes when necessary.
8. Available to assist in classes as needed to assure adequate staffing levels.
9. Check-in Station backup on Sunday mornings when needed.
10. Perform other duties as assigned.

### **Qualifications**

- A mature Christian faith and commitment to the Christian life.
- A servant's heart and desire to share the Gospel of Jesus Christ with the world.
- A heart that is in line with the vision of Lakes Church.
- Self-starter mentality.
- Must be (or become) a member of the Lakes Church community.
- Two years of successful volunteer coordination or experience in managing people.
- An understanding and commitment to volunteerism as a Christian ministry.
- Strong database & computer, spreadsheets, and word processing experience.
- A passion and enthusiasm to work with volunteers and help them succeed.
- Excellent interpersonal and communication skills.
- Excellent organizational and leadership skills; ability to handle multiple tasks and use independent judgment in prioritizing time and responsibilities.
- A willingness to learn, grow and adjust as the job may require.
- The ability to work independently and as a team member.
- The ability to work a flexible schedule including evenings and weekends.

- Flexible work hours Monday – Thursday.
- Available Sunday mornings 8:45am-12:30pm & Wednesday evenings 5:45pm – 8:30pm.

**Direct reports**

The Preschool Volunteer Coordinator works under the supervision of the Preschool Director and is accountable to the Executive Pastor, Associate Pastor, Senior Pastor, and the Personnel Committee of this church.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	