

# Job Description

## Tennessee Valley Unitarian Universalist Church

<b>Position Title:</b> Volunteer and Membership Coordinator	
<b>Department:</b> Administration	<b>Reports to:</b> Director of Administration
<b>Classifications:</b> Salaried <input type="checkbox"/> Hourly <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> # of hrs/week: 10-15	
<b>Summary Description:</b> <p>Organizes and supervises activities to integrate new members into the congregation. May plan and implement programs to attract new members or provide orientation under moderate supervision. Interprets and explains congregational processes, responsibilities and obligations. Connects the passion, talent, skills, and interests of both new and long time members with TVUUC programs and activities necessary to accomplishing the church's mission, as well as providing members with a true sense of belonging to the church. The VMC will work closely with all other church staff, the Board of Directors, church committees and perform other duties as assigned.</p>	
<b>Roles and Responsibilities:</b>	
<b>Retention</b>	
<ul style="list-style-type: none"><li>• Create a welcoming atmosphere for visitors and members by responding to their questions, interests, and concerns.</li><li>• Provide follow up and support for all volunteers.</li><li>• Implement best practices for volunteer retention.</li><li>• Publicize, when appropriate, particular volunteer efforts and achievements.</li><li>• Plan, in conjunction with other staff, appreciation events such as Volunteer Sunday, Volunteer Appreciation Dinner, and other recognition efforts.</li><li>• Provide the Volunteer Spotlight candidate and appropriate information for the newsletter.</li></ul>	
<b>Recruitment</b>	
<ul style="list-style-type: none"><li>• Conduct outreach at church/community events to recruit a diverse pool of volunteers.</li><li>• Maintain public listings regarding volunteer opportunities.</li><li>• Coordinate congregational needs for volunteer participation and motivate members, new and long-term, to volunteer in church programs and activities relevant to their interests and talents.</li><li>• Communicate new member interests and skills to pertinent church committees, programs, and functions.</li><li>• Meet individually with each new member to determine how their skills, interests, and talents might best contribute to TVUUC.</li><li>• Carry out events such as volunteer fairs to showcase volunteer opportunities.</li></ul>	
<b>Training</b>	
<ul style="list-style-type: none"><li>• Host training sessions for various volunteer positions in the church.</li><li>• Facilitate the creation of adequate job descriptions for principal volunteer tasks.</li></ul>	

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### Other Duties

- Organize outreach plan to attract new members.
- Record and track church member activities and volunteer opportunities in the church's central database.
- Co-lead New Member Classes.
- Consult regularly with staff and committee chairs.
- Organize and preside over New Member Welcome Ceremony.
- Create Welcoming packets for new members.
- Maintain an updated list of volunteer opportunities.
- Monitor and update member status fields in church's central data base.
- Call, write, or e-mail members when appropriate; serve as a conduit for their concerns, needs, etc. by sharing these with appropriate staff, committees, etc.
- Supervise, reassign or terminate volunteers as needed.
- Maintain database for tracking and scheduling volunteers and volunteer opportunities.
- Work with staff to coordinate volunteers for specific needs as they arise.
- Complete other duties as assigned.

### Candidate Qualifications and Competencies:

- Ability to work effectively in a team-oriented environment
- Ability to relate comfortably to individuals with diverse personalities, abilities, and back-ground
- Ability to fully utilize social media
- Previous experience in coordination of volunteer activities
- Ability to communicate effectively with large and small groups
- Ability to maintain confidentiality with regard to TVUUC confidential records and communications
- Responds proactively to office duty requirements
- Exceptional communication skills
- General computer literacy and the ability to independently learn new and unfamiliar computer programs
- Compatibility with and ability to communicate the values, vision and mission of TVUUC

**Prepared by: Heather Finney, Dir.of Administration**

**Signature:**

**Date:**

**Approved by: Rev. Chris Buice, Sr. Minister**

**Signature:**

**Date:**

**Approved by: Joan Hutchison, Personnel Committee Chair**

**Signature:**

**Date:**