



Job Description

Position Title: Volunteer Coordinator
Reports To: Campus Pastor
Revised: 06.05.2019

Department: Campus Operations
Status: Full-Time
Campus: Cambridge

Primary Purpose

The NewPointe Volunteer Coordinator works to change people's lives in the Cambridge community by helping coordinate volunteer involvement and campus ministry details to ensure that all ministries operate effectively and efficiently. This includes weekly environment coordination, communicating with volunteers, detailed planning for programs and events, and managing the day-to-day administrative support functions of the Cambridge campus to ultimately lead people to realize and reach their full potential in Jesus Christ.

Key Result Areas (KRAs)

- Identify, equip, coordinate, and communicate with a team of high-capacity volunteers to provide assistance in administrative areas of ministry.
- Provide administrative support to the campus through front-desk coverage, purchasing budgeted expenditures and supplies, participating in planning meetings, and assisting with administrative ministry support needs.
- Create and maintain NewPointe systems and databases for the campus, including necessary workflows within Rock.
- Assist in planning, leading, and coordinating programs, special events, and training at the Cambridge Campus.
- Assist in accomplishing Cambridge campus dashboard goals and complete other duties as assigned.

Position Requirements

- Supervisory:
 - Lead volunteers

Knowledge/Skills/Abilities:

- Strong organizational skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in Microsoft applications such as Word, Excel, and Outlook

Qualifications

Education: High school diploma required, college degree desired

Experience: Minimum one-year related experience at an administrative level, and project coordination required.

Licenses: None required.

Physical Activities/Requirements

- Must possess a valid driver's license

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including . . .
 - Partnership
 - Tithe (within 3 months of hire)
 - Participate in authentic community (meaningful accountability)
 - Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date