

**Montgomery Community Church  
Position Description**

**Title:** Outreach Coordinator

**Classification:** Part-Time (20 hours); Non-Exempt

**Benefits:** As indicated in the MCC Employee Handbook

**Purpose:** The primary purpose of this position is to recruit, organize, & mobilize volunteers and to facilitate the coordination of programs, events, & activities for the Outreach Ministry. The Outreach Coordinator will assist with communicating, training, & developing volunteers and facilitating ministry activities to ensure smooth and impactful outwardly focused serving opportunities.

**Responsibilities:**

**A. General**

- 1) Coordinate and manage the planning & execution of MCC Outreach programs, activities, and events with the Outreach Pastor, leadership team (Cadre), and volunteers
- 2) Recruit volunteers, arrange trainings, and track completion
- 3) Facilitate coordination of volunteers and Outreach teams for all serving opportunities
- 4) Monitor and maintain Outreach resources and supplies. Ensure volunteers have access to resources and support needed
- 5) Manage and maintain volunteer registrations and serving records
- 6) Actively participate as part and in support of Outreach leadership team (Outreach Cadre), including planning and brainstorming meetings

**B. Operations**

1. Coordinate events and serving opportunities for all Outreach volunteers and teams
2. Maintain regular communications with Outreach volunteer leaders and teams
3. Ensure outreach planning, events, and activities are effectively using and incorporated into general MCC church operations (e.g. church management system, church calendar, facility use, etc.)
4. Provide budget inputs for tracking by the Outreach Pastor and leadership team
5. Conduct, assess, and update recruiting and training processes as needed in partnership with Outreach Pastor

**C. Lay Leaders and Volunteers**

- a. Recruit and train diverse volunteer leaders and teams

- b. Effectively communicate role responsibilities, performance expectations, and accountability processes for all volunteer roles
- c. Coach and disciple outreach volunteer leaders and coordinators as appropriate

**D. Other**

- 1. Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC, including regular attendance and membership
- 2. Value and develop strong positive relationships via teams comprised of church staff, lay leaders, volunteers, and ministry partners
- 3. Foster high levels of cooperation and effectively work in a team environment
- 4. Proactively grow and develop leadership gifts through training opportunities
- 5. Ability to work with a teachable heart, positive attitude, and unified spirit

***Performance Expectations:***

- A. Priorities & deliverables are proactively aligned with supervisor
- B. Responsibilities are completed on time efficiently, accurately, and professionally
- C. Outreach volunteer teams are sufficiently staffed
- D. Volunteers are working together effectively and serving with a Christ-like spirit
- E. Volunteer qualifications and training are reviewed annually and updated as needed
- F. Written communication is clear, accurate, and provided in a timely manner

***Qualifications:***

**Knowledge and Experience**

- A. Two years of volunteer coordination experience
- B. Recruitment and training experience highly desired
- C. Minimum requirement of an associate's degree or comparable direct work experience
- D. Available to work every second Saturday of the month and during occasional all church serving events throughout the year

**Skills**

- 1. Agile (able to adjust), resourceful, and a self-starter
- 2. Excellent organizational skills, detail oriented
- 3. Comfortable recruiting, connecting, and training diverse groups of people
- 4. Able to effectively manage multiple tasks
- 5. Effective and timely communicator
- 6. Ability to accomplish occasional physical tasks which include bending, carrying, light lifting, etc.

**Spiritual Gifts**

- 1. Service
- 2. Administration
- 3. Care

*Reports to: Outreach Pastor*