

VOLUNTEER COORDINATOR



The Volunteer Coordinator will create an environment of encouragement, inspiration and belonging with all Nativity Ministries. This position will collaborate with the Director of Operations and Adult Discipleship to recruit, train, care for and lead all Nativity volunteer ministers.

Full Time, Weekend Hours Required | Timonium, Maryland

Nativity Team

The Nativity Team works together closely to create a safe & irresistible environment for all those who serve with us and for all those they serve.

Must-Haves

- At least two years volunteer experience
- Excellent interpersonal communication skills
- Willingness to learn database systems
- Eagerness to collaborate with both staff and volunteers

Nice-to-Haves

- Sales and/or recruiting experience.
- Bachelors Degree
- Prior experience in volunteer coordination for a nonprofit

General Responsibilities

Drive mission, vision and values of Nativity through all volunteer Ministry environments with emphasis on the relational aspect of volunteer ministry.

Collaborate with the Directors of Operations & Adult Discipleship regarding recruitment, retention, communication, training, events and budget.

Ensure accessibility to every person eligible to serve in all Nativity ministries, through annual recruiting weekends, efficient ongoing onboarding processes, and consistent orientation & trainings.

Provide spiritual care and direction to volunteer leaders and ministers by connecting personally with individuals and teams on an ongoing basis, ensuring leadership development and coaching.

Collaborate with Compliance Coordinator on onboarding process, recruitment process and communication.

Steward communications through consistent, relevant and clear communication.

Recruit for special events, including conferences and off-campus celebrations.

