**Bethany Lutheran Church Position Description**

**Coordinator for Volunteerism and Administrative Assistant**

**Summary**

Example: This 30-hour, benefits eligible (health, 401k match), position shall serve Bethany by serving the Faith Formation Team, assist in recruiting volunteers for a variety of volunteer opportunities, working in an office setting in a flexible manner.

**1) Scope and Responsibility:**

* Serve as an administrative resource to the Faith Formation Team
* Organize volunteers for and assist in coordinating:
	+ Wednesdays at Bethany
	+ Bethany Community Time
	+ Worship Servants
	+ Funeral reception volunteers
* Maintain the *Sign-up Schedule* for most activities of Bethany
* Order office supplies, supplies for worship, and faith formation
* Assist in office administrative tasks as a team with all office personnel

**2) Reporting and Accountability:**

 The **Coordinator for Volunteerism and Administrative Assistant** reports to the Lead Pastor who in turn reports to the Executive Council.

**3) Collaboration and Authority:**

The Coordinator for Volunteerism and Administrative Assistant collaborates with the Faith Formation Team, Pastoral Team, Ministry Council, Office Staff

**4) Qualifications:**

* Proficiency with Microsoft Office Suite
* Strong organizational skills
* Self-Starter
* Good communication skills, both written and oral
* Ability to sympathize with persons experiencing a variety of life challenging situations

Able to work the hours of:

3 or 4 days per week (Thursdays required)

Wednesdays 1:00-8:00

Sundays 8:00-1:00

**5)** The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO.

The salary range for this position is $34,000-38,000

*Position Description update 09/20/2021*