



**ST.ANDREW'S-WESLEY
UNITED CHURCH**

Volunteer and Hospitality Coordinator F/T (but open to a 4 days a week option)

St Andrew's Wesley United Church is seeking a compassionate and organized volunteer coordinator who is skilled at recruiting and developing the gifts of others. This self-starter would be working with the Ministry team and the Executive Director to develop and execute a volunteer recruitment, training and engagement program for a progressive, lgbtq inclusive Christian church with a focus on Art, Spirit and Social Justice.

You are: A highly organized people person (though not necessarily an extrovert) who have a talent for identifying the gifts of others and equipping them to live them out in the world! Part coach, part teacher, and part project manager, you tend to work in the background of places, laying the groundwork for people to thrive. You know how to build systems to support organizations and you love offering training because you believe in equipping people for lives of service. You value an inclusive environment and are excited and willing to do the inner and systems work around anti-racism and decolonization. Phrases your friends might use to describe you are: great listener, trusted advisor, coach, detail dynamo and wizard behind the scenes.

Role

The Volunteer and Hospitality Coordinator would be responsible for creating a volunteer recruitment campaign both internally in the church and externally in the wider community. Bringing a passion for drawing out the gifts and talents of others, they would develop, run and manage a volunteer recruitment drive and provide onsite training and supervision of the volunteers. They would develop and offer multiple training sessions during the year, organize volunteer recognition events and programs, and conduct ongoing assessments of volunteer needs, for both ongoing programs and short term or event-based programs and operations. With their strong emotional intelligence and people skills, they would navigate any HR issues with support from staff and ensure that volunteers are trained, motivated and supported. Managing schedules and developing orientation packages are part of the administrative piece of the role, as is managing the volunteer budget.

As manager of the Hospitality team, they would also be responsible for the recruitment, training and supporting of any hospitality that takes place on Sundays and for special

events/partnership events. This would include managing a hospitality budget, coordinating décor and refreshments but also training folks to provide a “wide open welcome” in terms of diversity and inclusion.

Skills

- Strong EQI (emotional intelligence) and ability to communicate effectively and compassionately
- Strong customer service orientation and planning, organization, priority setting and negotiation skills to manage multiple, competing priorities
- Demonstrated competency building, leading, and working collaboratively with teams including volunteer teams
- Excellent organization and team building skills;
- Excellent group facilitation skills and the ability to develop trainings and curriculum;
- Computer and numerical literacy, comfort working with databases
- Fluency (speaking, reading, and writing) in English is essential
- Ability to handle confidential and sensitive information
- Commitment to and literacy in EDI (equity, diversity and inclusion)

Education, Qualifications and Experience:

The preferred education, qualifications and experience of the Volunteer and Training Coordinator are:

- Related undergraduate degree or diploma or equivalent; OR
- Professional certifications in volunteer management and adult education;
- Minimum of two (2) years of experience in non-profit volunteer service development; OR
- Minimum of one (1) years of experience as a workplace trainer, coach or educator.
- A background in education, training, social work, coaching or nursing would all be possible substitutes for the above degrees.

For more information about our church, visit www.standrewswesley.com

To apply or for questions, please send your resume to Rev Rhian Walker, Co-Lead Minister, r.walker@standrewswesley.com