



Contact: 512.582.2197, info@nvcnetwork.org; www.nvcnetwork.org

Congregational Coordinator Volunteer Position Description

Position Title: Congregational Coordinator

Position Reports to: Program Director

Position Summary:

The primary purpose of the congregational coordinator is to be the contact person between the congregation and the *XXX* program director who oversees all aspects of the volunteer caregiver program at his or her congregation.

Position Responsibilities:

Responsibilities of the congregational coordinator will depend on the structure agreed upon with the program director and the needs of the congregation. *XXX* program policies and procedures should be followed at all times. Specific responsibilities may include the following:

1. Be the person designated by the pastor/rabbi/priest to provide leadership for the *XXX* program in that congregation
2. Serve as the contact between the congregation and the *XXX* office
3. Keep the congregational leadership informed regularly of those persons who are giving and receiving assistance
4. Make the initial contact, where appropriate, to those persons who are requesting assistance
5. Publicize the program to the congregation through announcements in bulletins and newsletters, speaking to groups within the congregation and individual members
6. Recruit volunteers from within the congregation to provide direct caregiving services (such as transportation, respite care and telephone reassurance) and/or help with fund-raising events and office work
7. Provide support and recognition for volunteers
8. Receive and maintain monthly volunteer reports and submit to the *XXX* program office
9. Attend *XXX* coalition and advisory board meetings and appropriate training workshops and seminars
10. Respond to emergency situations quickly and effectively
11. Notify *XXX* program office through written monthly reports of any changes in the congregation's volunteer program



Contact: 512.582.2197, info@nvcnetwork.org; www.nvcnetwork.org

Position Requirements:

To effectively fulfill the responsibilities of this position, the following are required:

- Sincere interest in working with the population served by this program
- Patience, flexibility and reliability
- Openness and respect for people from diverse backgrounds
- A good knowledge of the congregation including its history, as well as knowledge and understanding of the members of the congregation and the community
- The ability to communicate and work with people in the congregation in order to recognize, identify and respond to issues and concerns.
- A sincere respect for the privacy of individuals who seek services

Position Commitment:

Volunteers interested in this position must commit to the following:

- Attend volunteer orientation and training and read the volunteer training manual
- Report volunteer hours and description of tasks completed on a monthly basis
- Complete all volunteer requirements such as screening, background check, TB and other medical screening, application, interview and personal reference check

Position Benefits:

Volunteers will receive the following benefits:

- Making a difference in the lives of neighbors in need
- Working with other dedicated and wonderful volunteers from our community
- The unique joy that comes from providing invaluable service to others
- Growing personally and professionally and having the opportunity to put one's personal faith into action