

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Program Coordinator, Masterwork Academy	Date: January 2021
Department:	Prepared By: Discernment Team
Regular - part time, 10 (max 15) hours/ week	Non-Exempt

SUMMARY:

The Program Coordinator provides administrative, organizational, and scheduling support for Masterwork Academy. The Coordinator will build relationships within First Presbyterian Church of Tulsa, recruit volunteers, and match the talent of the congregation with the various roles needed to support the children and staff of the Academy. The Coordinator is also responsible for updating and maintaining the Academy's CRM volunteer database.

ESSENTIAL FUNCTIONS:

- 70% Identifying potential volunteers, calling and connecting with volunteers, recruiting and scheduling volunteers, followup communication.
- 15% Assist Project Assistant in asset and materials management as needed: snack planning/prep, ballet attire inventory, library/media room inventory.
- 10% Assist Executive Director, Director, and teachers as requested.
- 5% Team meetings.

ACCOUNTABILITIES:

- Provides administrative, organizational, and scheduling support for Masterwork Academy.
- Work with Executive Director and Director to assess where the program needs volunteer support.
- Translate identified support needs into volunteer roles and responsibilities.
- Talent scouting. Make phone calls and personally engage with church members for the purpose of recruiting and screening volunteers. Create and manage volunteer schedule.
- Responsible for updating and maintaining the Academy CRM volunteer database with contact information, conversation records, volunteer preferences, background check verification/renewal date, scheduling, performance reviews, and volunteer feedback.
- Build positive relationships with all volunteers and ensure proper volunteer placement and scheduling.
- Create regular communications for volunteers delivered via email, direct mail, social media, and other appropriate avenues.
- Develop and implement procedure for thank you notes to volunteers.
- Assist with special events by working with event chair to identify volunteer needs, if any, and recruit for the event.

INTERNAL/EXTERNAL RELATIONSHIPS:

- **Internal:** Reports to Executive Director of the Academy and works closely with the Director.
- **External:** Works with all volunteers. Also works with children, families, and the Academy community.

QUALIFICATION STANDARDS:

- High School Diploma required; Associate degree or equivalent experience preferred.
- Computer literacy in word processing and other Microsoft Office applications (e.g., Word, Excel, Outlook, Publisher, Powerpoint). Ability to work with Databases is essential.
- Three years of experience working with volunteer recruitment and coordination.
- Ability to prioritize tasks, work independently, hold confidences, be a team player and handle situations discreetly.
- Must be able to work with church members and outside groups in a professional manner.
- A committed follower of Christ ready to co-labor in missionary ministry. 2 Timothy 2:15.

STATEMENT OF UNDERSTANDING

Signature of Employee

Date

Signature of Manager

Date

I have received, read, and understand the general requirements of this role.