

UUFSD Volunteer Coordinator
10 Hours per Week

The Volunteer Coordinator helps congregants strengthen their connections with the Fellowship and their commitment to UUFSD's mission. They are enthusiastic about meeting people and helping them to find places in our congregation and are also passionate about involving congregants in activities that nurture their spirit.

The Volunteer Coordinator should be well organized, self-motivated, team oriented, and have excellent interpersonal skills. They should also have great communication skills, be articulate and have excellent follow through. Proficiency in the use of Microsoft and/ or Google programs, the Breeze database, and skill with popular social media outlets is desired.

The chosen candidate will be expected to honor the core values of UUFSD while performing tasks.

This position reports directly to the _____ (tbd)

ESSENTIAL FUNCTIONS

Highest Priority

- Works with UUFSD Committees to identify and fill volunteer opportunities.
- Helps recruit volunteers for Committees based on current needs.
- Recruits volunteers to assist with special one-time events, if needed.
- With the consent of the Pastoral Care Committee chair, monitors the email to pastoralcare@uufsd.com and arranges volunteers as needed.
- Involves the Pastoral Care Professional in any pastoral care requests that involve their expertise.
- Meet monthly (virtually) with the Pastoral Committee Chair and the Pastoral Care Professional to discuss ongoing status.

Mid Priority

- Uses UUFSD publications such as the Newsletter and social media outlets to garner interest for Committees in need of volunteers.
- Works with the Communications team on external communications to promote Volunteer Opportunities by ensuring the visibility of the Fellowship and its activities in our local community, as well as social media outlets (including Facebook, YouTube, Twitter, etc.).
- Builds and maintains connections with existing and new members.