

## Westside Venue RivKids Volunteer Coordinator

### RULES OF ENGAGEMENT

- Meet weekly with Westside Venue RivKids Operations Lead (Nicole Carrillo) to ensure alignment of vision, update on processes, discuss tension points, and actively develop new systems for recruiting, training, and scheduling volunteers. Discuss weekend schedules and status of new/current volunteers on a weekly basis.
- Meet bi-weekly with Westside Venue Director (Tony Pyle) to discuss updates of weekend services in RivKids and volunteer teams status.
- Be prepared for and attend all required meetings
- Make decisions based on the best interest of the Gospel and Riverview Church
- Always be looking for opportunities to serve others as well as the Church at large
- Maintain high attention to detail and value of organization

ROLES	RESULTS: WHAT SUCCESS LOOKS LIKE	RESPONSIBILITIES: ACTIONS TO PRODUCE RESULTS
1. Venue Volunteer Coordinator	<ul style="list-style-type: none"> <li>• Classrooms and registration areas (registration desk, volunteer check-in) are adequately staffed with volunteers and staff for all weekend services.</li> <li>• Volunteers are trained and knowledgeable to deliver the Gospel message while upholding RivKids policies.</li> <li>• New volunteers are continuously recruited and prepared to serve</li> <li>• Volunteer care is provided on a consistent basis so volunteers feel engaged and happy to serve in RivKids. Volunteers are also placed on a team appropriate to their ability level and interest in serving (e.g. Classroom team vs. Registration team)</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Planning Center and Asana to schedule and manage volunteers at least one month in advance.</li> <li>• Remind volunteers of upcoming service times.</li> <li>• Communicate with no-show volunteers.</li> <li>• Updating website with open classrooms each week based on volunteer availability.</li> <li>• Work with Westside Venue RivKids Operations Lead, RivKids Director, RivKids Curriculum team, and Riv Communications to schedule and execute recruiting materials and events.</li> <li>• Train volunteers on RivKids policies and classroom structure prior to volunteers serving.</li> <li>• Follow up with new volunteers after they serve.</li> <li>• Provide continuing education and encouragement to volunteers.</li> <li>• Timely internal and external communication using the appropriate communication channels.</li> </ul>
3. Staffer at Large	<ul style="list-style-type: none"> <li>• Become an owner of Riv's mission</li> <li>• Positive contribution to overall Riv staff</li> <li>• Key volunteers and attendees feel supported</li> </ul>	<ul style="list-style-type: none"> <li>• Attend big weekend services and be available when necessary for weekend services and special events</li> <li>• Assist on large projects</li> <li>• Invest in other staffers and attendees</li> <li>• Participate in meetings</li> </ul>