

Holt RivKids Volunteer Coordinator

Primary Area of Focus - RivKids

Updated - 5/18/2022

Employee Name

Rules of Engagement

- Reports to RivKids Director
- Make decisions based on the best interest of the Gospel and Riverview Church
- Maintain high attention to detail and value of organization
- Always be looking for opportunities to serve others as well as the Church at large

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<p>1. Venue Volunteer Coordinator</p>	<ul style="list-style-type: none"> • Classrooms, RivBuddies, and registration areas (registration desk, volunteer check-in) are adequately staffed with volunteers and staff for all weekend services. • Volunteers are trained and knowledgeable to deliver the Gospel message while upholding RivKids policies. • New volunteers are continuously recruited and prepared to serve • 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) 	<ul style="list-style-type: none"> • Utilize Planning Center to schedule and manage volunteers about one month in advance. • Remind volunteers of upcoming service times. • Communicate with no-show volunteers. • Frequent communication with RivKids Administrator regarding new volunteers. • Work with Riv Communications Coordinator and RivKids Coordinator to schedule and execute recruiting materials and events. • Train volunteers on RivKids policies and classroom structure prior to volunteers serving. • Follow up with new volunteers after they serve. • Provide continuing education and encouragement to volunteers. • Manage volunteer team lists and schedules
<p>2. RivKids Service Lead</p>	<ul style="list-style-type: none"> • RivKids is executed with excellence as prescribed for every weekend service • Kids in attendance are safe and accounted for • New families are tended to in a welcoming manner • Volunteers have clear direction as to where they are serving • RivKids safety and security policies are upheld consistently • There is an easily identifiable RivKids leader during weekend services 	<ul style="list-style-type: none"> • Arrive prior to services to set up classrooms, registration space, and other equipment - use the checklist as needed • Train new volunteers according to RivKids' training procedures, using the appropriate materials • Work closely with volunteer check-in person to ensure classrooms are staffed adequately for safety and security • Check in with classroom frequently to ensure policies are upheld, address needs, and make sure we are executing functions well • Have a general knowledge of everything going on venue-wide so that people can be pointed in the

RIVERVIEW CHURCH MINISTRY ACTION PLAN

		<p>right direction</p> <ul style="list-style-type: none"> • Know where backup supplies are located (name tag rolls, craft supplies, curriculum pages, etc) • Wear and use the walkie talkie radios - be reachable at all times • Frequently check in with registration desk workers and escort new families to their classrooms and main lobby when possible and make them feel welcome. • Make contact with the RivKids security worker so they know who is leading RivKids that weekend • Be familiar with transition times and locations for large group and story times. • Oversight of junior volunteers to ensure they are serving well
<p>3. Staffer at Large</p>	<ul style="list-style-type: none"> • Become an owner of Riv's mission • Positive contribution to overall Riv staff • Key volunteers and attendees feel supported 	<ul style="list-style-type: none"> • Attend big weekend services and be available when necessary for weekend services and special events • Assist on large projects • Invest in other staffers and attendees • Participate in meetings

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)