

Holt Volunteer Coordinator

Primary Area of Focus - RivKids-Holt

Updated - 12/21/2023

Employee Name - TBD

Rules of Engagement

- Reports to RivKids Director
- Skills specific to the position: Desire to care for people, organized, detail oriented

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<p>1. Venue Volunteer Coordinator</p>	<ul style="list-style-type: none"> • RivKids weekend service positions are adequately staffed with volunteers and staff • 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 placed on teams in accordance with their ability level and interest in serving (i.e. classroom teams vs. registration teams) 	<ul style="list-style-type: none"> • Utilize Planning Center to schedule and manage volunteers about one month in advance • Remind volunteers of upcoming schedules • Communicate with volunteers when they don't show up to serve • Work with other staff and departments at Riverview to schedule recruiting events and promotional materials • 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 warmly welcomed and feel cared for • 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 service to set up classroom, registration space, and other equipment - use checklist as needed • Train new volunteers according to RivKids training procedures, using the appropriate materials • Monitor all RivKids areas to ensure they are adequately staffed for safety and security • Check in with classrooms at least twice during service to provide support and ensure things are running smoothly • Have a general knowledge of everything going on venue-wide so people can be pointed in the right direction • 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

RIVERVIEW CHURCH MINISTRY ACTION PLAN

		<p>workers and escort new families to their classrooms and main lobby when possible</p> <ul style="list-style-type: none">• Be familiar with transition times and locations for large group and story times• When all kids are checked out, close down• Oversight of Next Gen Leaders to ensure they are serving well• RivKids - use the checklist as needed
--	--	---

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