

POSITION ANNOUNCEMENT

Volunteer Coordinator

5 hours a week/40 weeks a year

First Parish in Cambridge, 3 Church Street, Cambridge, MA 02138

www.firstparishcambridge.org

The First Parish in Cambridge, located in the heart of Harvard Square, is seeking a Volunteer Coordinator to organize and energize our volunteer efforts within our congregation. The Volunteer Coordinator is expected to work most Sundays (Sept-June) 9:30am-12:30pm. The Volunteer Coordinator is expected to create a supportive environment for members and newcomers to get involved in the community. Occasionally, the Volunteer Coordinator may need to attend a committee meeting.

Primary Duties

- Work with Membership Committee and Senior Deacon to develop the Foundations of Fellowship Program at First Parish. The Foundations of Fellowship seeks to mobilize a broad segment of the congregation to fill essential volunteer roles throughout the church year.
- Recruit and schedule members to volunteer for Sunday morning tasks such as ushering, hospitality, clean-up, flowers (Foundations of Fellowship). Special attention will be given to recruiting clusters of volunteers from small groups.
- Send reminders to volunteers about Foundations of Fellowship assignments and ensure updated task descriptions are available/posted for volunteers.
- Host volunteer table to promote opportunities including Religious Education, Pastoral Care Volunteer Care Team, and short-term tasks needed by committees and groups.
- Assist ministers, staff and leaders in acknowledging contributions of time and talent by members, friends and newcomers.
- The Volunteer Coordinator is expected to greet late arrivals between 10:30-11 on most Sundays.

Qualifications

- Prior experience organizing volunteers or community/political organizing
- Ability to coordinate, train and support adult volunteers
- Strong interpersonal and organizing skills
- Strong verbal and written communication skills
- Computer skills including Microsoft office, databases, and social networking (Facebook)
- Familiarity with values, principles and practices of Unitarian Universalism
- BA preferred

Structure and Compensation

This is a 5 hour a week/ 40 week position with 10 weeks off during the summer and 2 weeks off at the end/beginning of the calendar year. The Volunteer Coordinator is expected to work most Sundays with 6 Sundays off during the 40 weeks.

Salary: \$18 per hour Our intention is for the position to begin around September 8, 2009.

We are an equal opportunity employer. First Parish is proud to be a Welcoming Congregation, a Fair Share Congregation and a Fair Compensation Congregation. Please send a letter of interest, resume, and names/contact information of 3 references to jobs@fpcambridge.org. To receive full consideration, please apply by July 17, 2009.