



KFUMC Position Description

July 29, 2025

JOB TITLE:	Ministry Leader and Volunteer Coordinator		
DEPARTMENT:	Administration		
CLASSIFICATION:	Non-Exempt	Hourly	35-40 hrs./wk.
REPORTS TO:	Senior Pastor		
SUPERVISES:	Volunteers – Education Committee, Welcoming Committee, Youth Groups		

SUMMARY OF POSITION

This highly responsible position promotes, coordinates and enables various ministry activities within Kennewick First United Methodist Church, including the welcoming committee, education committee and youth group programs. This role involves recruiting, training, partnering, and supporting volunteers to ensure that they are effectively engaged in the church's missions and programs. The ministry and volunteer coordinator will work closely with the Lead Pastor and church leadership committee to identify volunteer needs, develop volunteer opportunities, and create a welcoming and inclusive environment for all participants.

MINISTRY PURPOSE – Mentor and encourage every person to use their God-given talent in the ministry to which Christ has called them, and for which the Holy Spirit equips and empowers them.

ESSENTIAL JOB FUNCTIONS

1. Train, coach, and support volunteers, ensuring they are well-prepared for their roles. Partner with volunteer teams until the teams are ready for more independent work. Offer guidance and resources to help volunteers succeed and feel valued.
2. Actively seek and recruit new volunteers through various channels, including worship services, church and community events, and social media. Promote volunteer opportunities and highlight the importance of serving within the church community.
3. Develop and maintain a volunteer schedule, ensuring that all ministry activities are adequately staffed. Coordinate with ministry leaders to match volunteers with appropriate roles based on their skills and interests.
4. Foster strong relationships with volunteers through regular communication, appreciation events, and feedback opportunities. Encourage a sense of community and belonging among volunteers.
5. Collaborate with church leadership and committee members to develop and enhance volunteer programs. Identify areas for improvement and implement strategies to increase volunteer engagement and program effectiveness.
6. Continuously assess the effectiveness of the volunteer program(s) and make improvements as needed. Gather feedback from volunteers and ministry leaders to enhance the volunteer experience.
7. Create space and opportunity for the transformation of lives and growth in Christian faith.

QUALIFICATIONS

1. Experience in volunteer management.
2. Ability to work collaboratively with church leadership and ministry teams.
3. Passion for the church's mission and a commitment to fostering a welcoming environment.
4. Budgetary and organizational skills and attention to detail.

WORKING CONDITIONS

Duties are primarily performed in the office environment and church building(s) while sitting, standing or walking, but may also require traveling to meetings. Duties may also be performed at sites in varying weather conditions. Working hours may regularly involve weekends.

SKILLS AND ATTRIBUTES

1. Strong interpersonal and communication skills.
2. Effective time management skills
3. MS Office and social media (esp. Facebook) proficiency
4. Must successfully pass a background check
5. Knowledge of the United Methodist doctrine and Christian Discipleship.
6. Ability to plan, develop, coordinate, manage and implement policies and guidelines within the parameters of the United Methodist Church.
7. Supervisory and management principles and personnel practices, including team building and conflict resolution.
8. Knowledge of Kennewick First United Methodist Church guidelines, policies, rules and regulations.
9. Understand the need to accommodate varied learning styles.
10. Physically perform the essential functions of the job.
11. Christian Baptism, High School diploma or GED
12. Dependable transportation to work and work functions required.
13. Regularly attend Staff, Church Council, Education and Welcome Committee meetings

BENEFITS

Wages and benefits are dependent upon qualifications.

Wage range \$55,000 to \$65,000 per year.

Medical and Dental insurance provided.

KFUMC pension contribution 3% of annual salary.

APPLICATION PROCESS

- Application approval
- Staff interview
- Successful background check
- Successful completion of KFUMC Safe Church Program
- Leadership Committee Approval

Senior Pastor

Date

Ministry Team Chairperson

Date

Leadership Committee Chairperson

Date

