



JOB DESCRIPTION

*“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23*

Job Title: Recruiting Team Leader, NextGen
Status: Part-time, Non-Exempt
Department: NextGen
Reports To: Strategic Leader, Next Gen
Date Reviewed: August 2021

General Summary:

Serves as the primary recruiter for volunteers for the NextGen ministry including both follow-up with approved and background-checked individuals who express interest in serving through digital or other means, as well as actively initiating contact with prospects who may be ideal candidates. Utilizes church resources to steward potential candidates through the process to help assess optimal placement in serving roles and integrates with other team members as appropriate, for smooth hand-off of all candidates to placement in ministry positions. Reports directly to the Director of NextGen ministry for weekly and ongoing recruiting needs, as well as integrates with other departmental personnel to ensure smooth communication and connection for optimal filling of roles and placement.

Specific Duties:

Recruiting. Along with the Director, staff and volunteers, works to fill the optimal number of preferred staffing levels of volunteer ministry roles within NextGen Ministry’s regularly scheduled programs, as well as ministry events and programs, such as, but not limited to, VBS, student ministry Kick-Off, Pathway Milestones (ie dedication training, First Grade Bible Celebration, TheBridge, etc.).

Effectively maximizes or designs environments for prospecting, searching and identifying prospective volunteers. Also manages and maintains processes for follow-up and follow-through of contact and recruiting potential non-paid ministry partners until completed placement, direction to other options in other ministry areas or no response is determined.

Serves as the primary initial “face” of NextGen ministry with new potential volunteers until smooth hand-offs to other staff or Trinity processes is guaranteed.

Tracking. Utilizes both data base and spreadsheet programs to organize, track, and maintain lists and information on potential volunteers, newly recruited volunteers, and maintaining volunteers. Create, maintain, and use a process to follow up with all volunteers placed in service.

Coordinates administrative aspects of volunteers, processing internal volunteer paperwork and forms for NextGen ministries. Keeps CCB/.data base groups of current NextGen volunteers and their serving schedules up to date.

Utilize both data base and spreadsheet programs to organize, track, and maintain lists and information on potential volunteers, newly recruited volunteers, and regularly serving volunteers.

Teamwork. Partners with NextGen Ministry staff, provides accountability for team members in terms of tracking, following up with, and maintaining relationships with new and ongoing volunteers.



Assists with preparation and execution of special ministry activities, events and tasks as directed to ensure appropriate staffing levels and operational efficiency.

Consistently communicates volunteer needs and progress to appropriate NextGen ministry staff. Attends all children's and Trinity staff meetings.

Weekend Role. Recruits and schedules all children's room volunteers, both caregivers and relational leaders. Oversees one children's weekend gathering on a rotating basis to ensure adequate communication and adherence to developed policies, procedure and protocol. Keeps current with updated policy and communicates policy updates to volunteers, as needed. May be required to take attendance count, determine appropriate child to staff ratios and makes changes as necessary to provide leadership and direction relative to meeting staffing and care needs.

Performs other duties as may be assigned or required.

Job Specifications:

Education: Associate degree or equivalent combination of education and experience is required; additional college-level courses, vocational training and/or practical experience with elementary teaching programs are desirable.

Experience: One to three years of experience working in an educational, non-profit or children's ministry setting with non-paid ministry partners is desirable. Other equivalent experience in recruiting, placement, staffing, HR or related recruiting fields is also desirable. Through education or experience, must possess working knowledge of Microsoft computer programs such as Outlook, Word, Excel, PowerPoint and Publisher; data base management knowledge/experience desirable.

Work Skill Requirements: Strong computer skills with an ability to organize and track a large amount of data is required, especially using the data base and spreadsheets. The role requires exchanging of potentially sensitive personal information, identifying and prospecting potential candidates, engaging others in conversation, responding to questions, persuading others to take action, resolving disagreements, disputes or conflicts, making presentations and/or conducting training. Ability to effectively communicate with a wide variety of people is necessary. Organizational skills are required.

Mental and/or Physical Requirements: Must be able to function effectively in an environment with noise and interruptions. Must be able to lift 20 pounds.

Spiritual Requirements: Must be able to articulate and demonstrate their Faith in Jesus Christ as central to their life and experience and must possess outstanding moral and spiritual character commensurate with a person in vocational ministry.

Approved Job Description: Belinda Lund Bjarki Strategic Leader of NextGen 8.26.24 Date

Approved Job Description: _____ Interim Lead Organizational Pastor Date

Accepted Job Description: _____ Applicant Date