Event Coordinator Volunteer Job Description

The Event Coordinator works in the Youth Ministry Team by recruiting and directing volunteers to help make events happen. It is not the Event Coordinator’s job to plan all the events by themselves, simply to delegate tasks to volunteers.

**Role:**

* Schedule events throughout the year. Working with the Youth Ministry Team to plan the best dates and time for events.
* Recruit a team of volunteers and delegate tasks among that team for an event.
* Attend (most) events and lead volunteers. (Unless a volunteer has been delegated leadership of that event.)

**Qualifications**

* A heart for service
* Organizational and planning skills
* Willingness to communicate freely through email, text, and phone calls.
* A team based mindset

**Expectations**

* The Event Coordinator’s time commitment will be 10 hours or less a month
* The Event Coordinator will attend the Youth Ministry meeting once a quarter organized by Youth Group Administrator.
* The Event Coordinator will be accountable to the Pastor if assistance is needed or information is needed to be given.