

Job Description

Parent Volunteer Coordinators

Both the High School and the Jr. High programs should each have 2 Parents Volunteer Coordinators (PVC).

This position is somewhat open-ended. The PVC's have the responsibility to coordinate parent volunteers for a variety of activities as well as support services. It is not the job of the PVC's to do the work, but to delegate, schedule, and organize parent volunteers. This is usually done for periodic and single events, not dedicated committees.

The PVC will contact the parents of involved teens, assign the specific task, and keep an "informal" schedule so the same parents aren't asked over and over to assist.

Some example of tasks might include coordinating drivers, chaperones, parents to supply food or make phone calls, as well as a variety of other behind the scene support.

Additional Notes:

The PVC is not asked to recruit volunteers for regular, more permanent up-front ministry. Yet their experience working with parents might put them in a knowledgeable position when time comes for recommending future leadership.

***All Coordinators and most volunteers must be PGC certified.*