

Job Description  
**COORDINATOR OF MISSION VOLUNTEERS**  
**Central Presbyterian Church (CPC)**  
**125 N. 7<sup>th</sup> Street, Terre Haute, Indiana**  
**812-232-5049**

POSITION TYPE: Non-exempt, lay, part-time (10 hours/week).

SALARY: \$13.50/hour (10 months; January-December, excluding June and July).  
Appointment is for a calendar year with renewal option. Position may be used as part of a collegiate internship experience.

PURPOSE: To recruit, motivate, train, organize, and coordinate volunteers for mission service work for this church.

RESPONSIBILITIES:

- In collaboration with the Mission Committee, identify and develop opportunities for CPC to serve the human needs in our community, country and internationally.
- Communicate mission opportunities to CPC, recruit participation, and facilitate and support connection with selected external organizations or projects, including for partnered activities.
- Recruit other volunteers from ISU or the community to participate in mission opportunities as applicable.
- Participate in coordinating councils with other churches, community service groups or ISU as appropriate.
- Help organize mission trips or projects as necessary<sup>1</sup>.
- Keep log of activities and other records as required.
- Other duties as appropriate to the role and time frame of position.

SUPERVISION: This position reports to the CPC Pastor as head of staff and is guided/supported by the Mission Committee.

QUALIFICATIONS: High-school diploma or GED required; associates or bachelor's degree preferred. Initiative and energy for mission and the ability to engage others in coordinated effort. Good oral and written communication skills. Familiarity with/willingness to learn computing tools suitable for volunteer organizing and deployment.

**Position open to filled with exact start date negotiable, although preferred to occur in February 2019. A brief letter of interest and a resume may be brought to the church office or emailed to Nancy Edgerton, Search Chair ([pedger4460@aol.com](mailto:pedger4460@aol.com)). Applicants will be contacted for an interview and reference checking done for finalists.**

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<sup>1</sup> Note that CPC has a youth group and Youth Coordinator so mission opportunities for that group is not part of this position's responsibility, although collaboration is encouraged and coordination appropriate.