

## Position Description: Coordinator/ Scheduler

### **Position Examples:**

Elementary RE Leader & Assistant Scheduler  
Usher Coordinator  
Service Host Coordinator  
Coffee Host Coordinator  
Welcomer Coordinator  
Laundry Scheduler  
...Among others.

**Purpose of position:** To ensure there are Fellowship members or friends assigned to the ministry area are scheduled, reminded, and coordinated as needed.

### **Responsibilities**

1. Keep an updated list of people who serve in your designated area (eg, coffee hosts, ushers, etc) and communicate it to secretary so the email list can be maintained.
2. Create a schedule of who serves when, and keep it updated on an ongoing basis.
3. Send out weekly reminders for those who are signed up.
4. Facilitate finding substitutes or switch date requests when needed.
5. When additional people are needed, let ministers know and they will work to recruit more.
6. Arrange times for new helpers to shadow a current one.

### **Qualifications**

1. Ability to work independently with support.
2. Has comfort with technology, particularly email, internet, and spreadsheets.
3. Good interpersonal skills, including the ability to work well with a variety of people, including those you may not have met.

### **Amount of Time Required**

2-4 hours per month.

### **Length of Commitment**

Our hope and expectation is the person in this position will make a one year commitment which can be renewed indefinitely.

### **Training and support provided**

Scheduler will be trained in the particular role(s) and given all information from prior scheduler. You will be trained and provided resources and support from the staff person leading the ministry area.

### **Responsible to**

Staff person leading the ministry area.