



Job Description

Job title	<i>YLD Volunteer Development Coordinator (Part-time, 24 hours per week)</i>
Reports to	<i>YLD Pastor-in-Charge</i>

Job Responsibilities

1. Volunteer Recruitment

- 1.1. Ensure all guidelines and policies stated in the document, “Richmond Hill Christian Community Church Young Life Development (YLD) ‘A Plan to Protect’ Policies and Guidelines for Staff & Volunteers Working with Children and Youth” (a.k.a. “Plan to Protect”), are properly implemented and complied with.
- 1.2. Carry out YLD volunteer recruitment procedures per “Plan to Protect”
- 1.3. Provide support to different YLD ministry groups to implement “Plan to Protect” in their individual ministry
- 1.4. Provide support to different YLD ministry groups to recruit new volunteers

2. Volunteer Training & Development

- 2.1. Coordinate and conduct the “A Plan to Protect” training for volunteers
- 2.2. Provide support to different YLD ministry groups to equip YLD volunteers for a more effective and enjoyable serving experience with both internal and external training

Job Duties

1. Volunteer Recruitment

- 1.1. Ensure all “Plan to Protect” guidelines and policies are properly implemented and complied with.
 - 1.1.1. Maintain YLD volunteer recruitment records and data (including application forms, reference check, interview records, commitment forms if applicable, police check records)
 - 1.1.2. Maintain YLD Plan-to-Protect Training record for all volunteers
 - 1.1.3. Conduct annual internal audit for “Plan to Protect” compliance, and prepare audit report
 - 1.1.4. Maintain and revise “YLD Plan-to-Protect Policy and Guidelines” when necessary; and seek approval from church leadership and insurance company for any new revision
 - 1.1.5. Be the YLD liaison to RHCCC insurance company

- 1.2. Implement YLD recruitment procedures per “Plan to Protect” with the following duties:
 - 1.2.1. Conduct initial screening to determine eligibility of potential volunteers
 - 1.2.2. Provide application forms to potential volunteers
 - 1.2.3. Provide support to YLD ministry leaders, when requested, in arranging interviews between potential volunteers and YLD ministry staff
 - 1.2.4. Conduct background reference checks for approved volunteers
 - 1.2.5. Provide support to approved volunteers to obtain the vulnerable sector check
 - 1.2.6. Submit the original copy of the volunteer’s police check to assigned RHCCC personnel for centralized filing
 - 1.2.7. Process police check reimbursement application for approved YLD volunteers

- 1.3. Provide support to different YLD ministry groups to implement “Plan to Protect” in their individual ministry
 - 1.3.1. Organize and conduct “Plan to Protect” training annually (4 times) and as needed by ministry

- 1.4. Provide support to different YLD ministry groups to recruit new volunteers
 - 1.4.1. Coordinate and attend YLD recruitment functions, including but not limited to annual “YLD Sunday”
 - 1.4.2. A member of YLD Recruitment Task Force committee
 - 1.4.3. Participate in the bi-monthly Recruitment Task Force meeting, record minutes, follow up as needed.

2. Volunteer Training

- 2.1. Provide support to different YLD ministry groups to coordinate both internal (e.g. Children’s Ministry annual training) and external (e.g. Blown Away Children & Family Ministries Conference, Today’s Teens Conference) training
 - 2.1.1. Coordinate registration (if training is external, liaise with training organization)
 - 2.1.2. Coordinate payment details between training organizations (internal and external), volunteers and RHCCC finance department
 - 2.1.3. Arrange transportation, if necessary

- 2.2. Maintain and update YLD volunteer training record

Approved by:	<i>Paul Ting, CAO</i>
Date approved:	<i>July 11, 2017</i>
Reviewed:	<i>July 11, 2017</i>