

Job Description

VOLUNTEERS CO-ORDINATOR

Part-time – hours will vary

Are you ready for a challenge, for growth, and for the satisfaction of really making a difference?

Promise Keepers' vision is to see ordinary guys transformed into extraordinary men. To help achieve this, we run major Men's Events in five centres nationwide each year, in Dunedin, Christchurch, Tauranga, Wellington and Auckland. The Events are open to all men and focus on life purpose, destiny and issues of character, integrity and manhood based on Christian values. In addition, Promise Keepers provides year-round support for Ministry with Men in churches, which includes Coaching, as well as world-class men's resources for individuals and men's groups.

We are looking for someone to take on a part-time voluntary role, co-ordinating Volunteers for PK's annual Men's Events in five centres throughout NZ. Hours will vary according to the proximity to the Events, but we envisage them to be as follows:

- May to June – 2 hours per week
- July to September – 4 hours per week
- October (2 weeks before AK Event) – 15-20 hours per week

Your responsibilities would include:

- Liaison via phone/email with each local Event Co-ordination Team to ensure all Volunteer roles are filled by appropriately skilled people
- Communication with Volunteers as to their responsibilities etc
- General administrative tasks associated with co-ordination of Volunteers
- Volunteers follow-up

Ideal candidates will have good management, communication and people skills. They will need to be able to encourage and motivate others and hold them accountable to complete tasks. Administrative skills and proficiency in MS Office will be an advantage. The desire to be committed and passionate about our mission is essential.

The Promise Keepers office is located in Mt Roskill, Auckland, and the hours are flexible. We are looking for someone with initiative, flexibility and the self-motivation to see tasks through to completion by deadlines, who will help take this ministry to the next level and create and sustain positive relationships within the Promise Keepers network nationwide. This is an opportunity to meet multiple challenges head-on, to grow personally and professionally, and to gain huge satisfaction from working with an organisation which is really making a difference in the kingdom of God.

To apply for this position, please email your CV and references to:
pk@promisekeepers.org.nz