



Church Directory Coordinator Temporary Volunteer Position

We have an opportunity to create an updated church photo directory and are looking for an organized, enthusiastic individual to gather and manage a team of volunteers to work with Universal Church Directories (<https://ucdir.com>) this spring!

The ideal candidate will be responsible for overseeing the planning, setting up, and execution of the photo session, ensuring a smooth and enjoyable experience for all participants.

Key Responsibilities:

- Lead and manage a team of volunteers in the setup and implementation of the church directory photo session.
- Coordinate scheduling of families or individuals for photo sessions.
- Maintain clear and open communication with church staff and participants.
- Supervise the flow of participants, ensuring timely and organized photo sessions.
- Assist with follow-up tasks, including reviewing and distributing final photos.

Qualifications:

- Strong organizational and leadership skills.
- Ability to work well with others and coordinate a team effectively.
- Excellent communication skills.
- Prior experience with event coordination is preferred but not required.
- A positive, service-oriented attitude and a passion for helping others.

Time Commitment:

- This is a temporary volunteer position, primarily requiring time commitment during the photo session setup and event.

If you are passionate about helping others and enjoy event coordination, we'd love to hear from you!

Please contact Dianne at dianne.johnson@kingofkingswoodbury.org or call the church at 651-738-3110.

We look forward to creating a wonderful church directory!