

# VOLUNTEER OPPORTUNITY

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**VOLUNTEER ROLE:** Beta Course Administrator

**TEAM:** Pastoral Support Ministries

**RESPONSIBLE TO:** Carmel Ciurdas

**NUMBER OF HOURS:** 4 hours per week

## **JOB PURPOSE:**

Use your skills to help us effectively organize and run, life transforming events and courses.

Working under the supervision of Carmel Ciurdas, Pastoral Support Ministries Coordinator, you will be part of a team, working alongside pastoral support staff and in collaboration with the course leaders and ministry pastors.

Although maybe seasonal, we would be looking for at least half a day a week to provide the support needed. This could be morning or afternoon and could fit in with the school day.

A minimum condition for all office volunteers, would be that they attend a Life Group and the LifeGroup leader is able to provide a reference.

## **KEY ACTIVIES**

- Planning
- Rooms and resource bookings
- Recording and reporting attendance
- Data management
- Course/event materials preparation
- Email communication
- Refreshments

