



Volunteer Position: Empowering Survivors Group Coordinator

The Empowering Survivors Church Group Coordinator heads the support group opportunities for the church. The Group Coordinator recruits and encourages facilitators to run the groups. A Group Coordinator conducts interview with potential group members to determine if they are ready for the group experience.

Because of the sensitive nature of this volunteer opportunity, Kingdom Workers runs a background checks are run on all Coordinators. The church may also want to run its own background check.

Duties and responsibilities:

- Pray for the facilitators and people in the group
- Recruit and screen volunteer facilitators (two needed per group)
- Maintain confidentiality of both the group's members and its discussions
- Ensure the safety and security of the group as a priority
- Communicate needs and questions to Kingdom Workers
- Keep pastor informed of any emerging spiritual needs
- Coordinate childcare helpers (if church is offering this)
- Make sure facilitators have the supplies they need
- Conduct 1:1 orientation with group members to prepare them for group and assess readiness
- Act as liaison between Kingdom Workers and the church, reporting numbers and activities quarterly

Time requirements

- Initial training: 14-16 hours, in person (in Group Lead's community); includes Facilitator training time
- Weekly: varies by place in life cycle of a group. 0-1 hour between groups; 2+ hours in weeks prior to a group; 1 hour while groups are active
- If also a facilitator: 3 hours per group session facilitated

Training requirements:

- Attend all training with facilitators
- Reporting responsibilities
- How to do a risk assessment and assess for readiness
- Managing facilitators

Coordinator qualifications:

- Experience as a volunteer; experience with group planning and facilitating
- Excellent communication skills and listening skills
- Understanding of boundaries
- Ability to use basic information technology, like internet searches and email
- Strong organizational skills
- Spiritual maturity
- Skilled in interpersonal relationships

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