

Andrew Wommack Ministries Canada

<https://awmc.ca/careers/awmc-volunteer-coordinator/>

AWMC Volunteer Coordinator

Description

General Purpose:

- To oversee volunteers, ensuring proper communication of expectations assigned to the volunteer, as well as accurate completion of work within a reasonable amount of time. Also, to ensure the volunteer is treated in a fair, respectful manner by staff and students within the ministry.

Line of Authority:

- The AWMC Volunteer Coordinator will oversee the volunteer staff within AWMC.

Line of Accountability:

- The AWMC Volunteer Coordinator will report to Human Resources Coordinator and then report to the to the AWMC Director. The Andrew Wommack Ministry Director will report to the World Outreach Regional Director, and ultimately to World Outreach.
 - The Contact in World Outreach for this position is the World Outreach Director of International Operations or their World Outreach Administrative Assistant.
- The AWMC Volunteer Coordinator will be subject to all policies and procedures established by World Outreach and implemented by the Directors of Andrew Wommack Ministries and Charis Bible College.

Responsibilities

Duties General:

- The AWMC Volunteer Coordinator will provide oversight for the AWMC volunteer staff within an AWMC location.
- The AWMC Volunteer Coordinator will ensure that all policies and procedures are conveyed to and followed by the Charis Volunteers.

Duties Specific:

- The AWMC Volunteer Coordinator will work under the direction of the Event Owner, and assign tasks to the volunteers, according to their abilities.
- The AWMC Volunteer Coordinator will establish the schedule for all volunteers, and ensure they are aware of this schedule.
- The AWMC Volunteer Coordinator will ensure that all tasks are completed in a timely manner and with excellence.
- The AWMC Volunteer Coordinator will ensure that the volunteer is on time and on task.
- The AWMC Volunteer Coordinator will ensure that the volunteer understands and operates by the policies and procedures established by World Outreach and enforced by the ministry.

Qualifications

- Must have completed at least 2 years of training at a recognized Charis

Employment Type

Volunteer

Department

Human Resources

Reports to

Human Resources Coordinator

Job Location

Hybrid (Toronto)

Working Hours

Up to 5 volunteer hours per week

Date posted

March 9, 2026

Campus.

- Must have a background in administration with at least one (1) year of experience.
- Must have computer skills and be familiar with Office 365 or have the capacity to learn.
- Must have proper people skills to oversee people and provide an atmosphere of growth and development for staff and students.
- Must agree with the vision statement and doctrinal statement of Charis Bible College and Andrew Wommack Ministries.
- Planning Center experience preferred.

Guidelines / Expectations

- AWMC Volunteer Coordinator will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee "Code of Conduct" portion of the directives. They will maintain a professional relationship with each of the people they oversee while operating within the scope of their positions.