



STERLING VOLUNTEER LOCAL COORDINATOR

JOB DESCRIPTION

SDA church working policy:

“The Seventh-day Adventist Church has a moral and civil duty to protect the children and youth entrusted to its care. The local community also has an expectation that the church will provide a safe haven for children who participate in its ministries.”

Need for a local STERLING VOLUNTEER COORDINATOR (SV) coordinator:

This is a church board/school appointed position.

- To actively keep adults responsible for children in the local church to be aware of proper behavior while working with them.
- To keep those working with children in currently “Eligible” status.
- To be attentive to all events/situations where approved adults are needed or processed to that description.
- To keep record of adults with “Eligible” status and when that expires, every three years, so that new applications/reminders to renew with SV digital system.
- To be aware of every area in the church/school life where “Eligible” adults are required.
- To be available and organized to handle large groups of adults at events to get criminal background clearance to work with children and get this done in a timely manner BEFORE the event happens.
- To understand how the process of approval works and can answer basic questions when needed.
- To understand and instruct applicants on using the SV digital system.
- To oversee the local environment in close up to ensure safety of children.
- To be the liaison between the local church and Arkansas-Louisiana Conference Volunteer Screening Coordinator.
- To notify Arkansas-Louisiana Conference of dates of upcoming events where adults will need screening.
- To provide needed information to local church Pastor.
- To understand the nature, extent, limits of confidentiality.

Everyone involved with children who are minors must meet all church and legal standards and requirements.” SDA Church Manual, Edition 18(2010) pp168-9.

Minimum qualifications of local SV coordinator candidate:

- Must have a serious interest/passion for the safety and protection of children and those adults who work with them.
- Must correctly understand and model the behavior as outlined in “Guidelines for Volunteers and Caregivers”, which is found in the SV system.
- Be available for all local church/school events involving children to be sure all adults are “Eligible”. (preferred but not mandatory)
- Must be a trained and “Eligible” adult.
- Must have computer access.
- Basic computer skills of accessing the internet, email, sending faxes/scans, doing simple spreadsheets (optional)

Guidelines for Volunteers and Caregivers

It is found on the conference website: <https://www.arklacsda.org/ministries/human-resources>
click on the Sterling Volunteers Website.

If you have any questions regarding this job description, please call LaVonne Dye,
Arkansas-Louisiana Conference of Seventh Day Adventists Volunteer Screening Coordinator, at
318-631-6240, Monday to Thursday.

Volunteer Pledge:

“Because I want the best possible environment for our children and youth ministries, it is important that we who work with the children and youth have guidelines for conduct to protect both ourselves and those under our care. As a ministry volunteer, I want parents and all others to feel comfortable, safe and confident with me.”—Adventist Risk Management