

Family Ministries Coordinator

Employee Name:

Department: Family Ministries

Reports To: Senior Director of Family Ministries

Exemption Status: Non-Exempt

FT/PT: Full Time

Position Category: 02

Approved By: Sean Meade

Approved Date: 3/1/2018

SUMMARY

Under the supervision of the Sr. Director of Family Ministries, this position will provide support to the Sr. Director, with a focus on coordinating programming, events, retreats, and camps for Family, Student, and Kids' Ministries.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a "problem bringer"
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources
- Planning and execution
- Strategy

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build positive relationships with the staff and community of BAC, realizing we are all one team with one mission.
- Maintain registration database and processes for HSM Camp, JHM Camp, Kids Camp, VBS and Family Camp (which may include contracts, registrations, room assignments, payments, medical forms, etc.).
- Maintain volunteer database and assist the SD and directors in maintaining processes for recruitment, on boarding, training, and encouraging volunteers as needed. This includes making sure that all volunteers have been background checked before working with students/kids.
- Maintain online database

- Assist SD with Planning Center, Rock, Asana and other data/team management tools
- Prepare and submit receipts and credit card statements for SD
- Assist with room reservations
- Assist SD with telephone, meeting scheduling, email correspondence, itinerary and other areas of communication/organization.
- Create systems of information and solutions to administrative problems
- Under SD's direction, assist with the coordination of Family Camp and related projects
- Under SD's direction, coordinate Family Camp vendors and volunteer leaders.
- Assist the SD in monitoring the budget and resources of Family Camp in a responsible manner.
- Fulfill other duties as assigned
- Some travel may be required, including the week long Family Camp in July.

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Formal education is not a predetermining factor for the selection of the Family Ministries Coordinator. However, it is likely that they will hold a Bachelor's degree from an accredited college or university and a high school diploma or general education degree (GED). Candidates should have a minimum of one to two years related experience and/or training; or equivalent combination of education and experience.

The successful candidate will have a proven track record of working in a multi-staff setting committed to reaching the unreached with a high degree of innovation, recruitment, and retention. Proven experience in creative thinking, problem solving, and leadership is needed.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Knowledge of Microsoft Applications with emphasis on Excel, Word, and Outlook. Ability to

learn and adapt to new software and systems.

Essential Skills Required:

- Integrity, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role;
- Excellent interpersonal skills;
- Ability to follow through on all daily open items;
- Ability to multi-task and work under the pressure of changing priorities;
- Exceptional detail orientation;
- Excellent written and oral communication skills;
- Show a spirit of flexibility and be willing to accept and lead through change.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to handle or feel. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. This employee will regularly be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets. The employee may occasionally be required to operate a motor vehicle.

The position may require the ability to drive oneself and passengers to sites off-campus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates primarily in an office and classroom setting. The position will interact regularly with children and adults in classrooms, meeting spaces, and outdoor areas of the church campus, and occasionally at off-campus sites.

This position requires occasional travel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____