



## **JOB DESCRIPTION**

**DATE:** October 30, 2019  
**JOB TITLE:** **Campus Coordinator**  
**LOCATION:** New Hampton Campus  
**REPORTS TO:** Campus Pastor  
**FLSA STATUS:** Full-Time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Campus Coordinator will cast the vision for and communicate the PLC Family Ministry philosophy of ministry at the New Hampton Campus and implement the structure and strategy in support of the vision and philosophy. A leader of leaders who coordinates and leads a team of volunteers who deliver engaging ministry from infant to 5<sup>th</sup> grade students with direct leadership and facilitation of the Children Ministry program. The Campus Coordinator is also responsible for providing professional administrative and clerical support at the New Hampton Campus. Candidate will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties, in addition to these may be assigned.

- Lead, oversee, and communicate vision for Children's Ministry leaders and volunteers, moving toward PLC Family Ministry/Orange Team model.
- Oversee the recruitment, training, scheduling, and development of all volunteers in the Children's Ministry programs.
- Maintain contact with parents, keeping them informed of topics/themes being studied, special events, etc. through printed notices, email, internet, Facebook, text messages, calls, blog, etc.
- Provide tools for parents to equip them in their role as primary spiritual caregivers of their children.
- Cultivate healthy parent and child relationships.
- Foster strong working relationship with Family Ministry campus staff and coordinate with them on systems, use of curriculum, and leading volunteer teams.
- Oversee and coordinate the activities in PLC's Wee Kids and Kidventure ministries to ensure the physical and spiritual well-being of the children.
- Administer curriculum, policies, procedures, and vision for the Wee Kids and Kidventure ministries.
- Create and oversee organizational systems to ensure the Children's Ministry areas remain clean, organized, and safe.
- Responsible for check-in and registration materials for weekend services in all areas other than Worship Center.
- Coordinate supply lists to maintain an adequate inventory of supplies (i.e. snacks drinks, diapers, wipes, glue sticks, etc.) and ensure that nursery and preschool rooms are well stocked at all times.
- Responsible for managing the data in Fellowship One as it pertains to the New Hampton Campus, people, and activities.
- Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
- Responsible to coordinate Care at the New Hampton Campus, via deploying chaplains and distributing care and benevolence cards.

- Manage projects and task lists for ministry programs, systems and initiatives such as Fellowship One, Connection, Volunteer Training, Baptism, Care, Local Missions, etc.
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Coordinate, write, and distribute correspondence and responses for the New Hampton Campus.
- Event organizing and administration including, but not limited to, events such as volunteer celebration, conferences, classes, meetings, Next Steps, and other family events.
- Support and assist Campus Pastor in the administration of his duties
- Manage the facility schedule, needs, building keys, and security systems.

### **SUPERVISORY RESPONSIBILITIES**

- This position supervises volunteers involved in Children's Ministry at the New Hampton Campus.
- This position supervises volunteers involved in Women's Ministry at the New Hampton Campus.
- This position supervises the part-time custodian at the New Hampton Campus.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The Individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The Candidate's daily walk with God will be an example to all.

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**

- Bachelor's degree from a four-year college or university preferred.
- Equivalent combination of education and experience accepted.
- Experience coordinating and recruiting volunteers desirable.
- Clerical training and/or experience in an administrative support role is helpful.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- The ideal candidate should be creative, have a passion and heartfelt concern for children and teens, be high energy, hard-working, and possess the ability to motivate others.
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- Understand the maturity levels and characteristics of children and the challenges they face today.

- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many “hats” simultaneously is desirable.
- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).

**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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**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.

The noise level in the work environment is usually moderate. The building is multi-level with a set of stairs. It is a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_