



## **JOB DESCRIPTION**

**DATE:** January 11, 2022  
**JOB TITLE:** **Groups Coordinator**  
**LOCATION:** Central Services  
**REPORTS TO:** Discipleship Director  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** No

### **SUMMARY**

The Groups Coordinator is responsible for equipping Prairie Lakes Church campuses with systems, resources and content to create and develop groups and their leaders. This position provides central leadership by coaching staff and volunteers to develop a healthy and successful Groups culture to move people forward on the Discipleship Path.

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

- Champion Prairie Lakes Church's (PLC's) Groups philosophy and monitor effectiveness.
- Align Groups system, resources and content with PLC's Discipleship Path.
- Develop and coordinate ministry systems for the onboarding and development of Groups.
- Craft written and video content for Groups and Group leaders across PLC campuses.
- Document Groups best practices and uphold high standards of execution by developing campus staff and volunteer leaders.
- Leverage data to assist campuses in making informed decisions about Groups opportunities.
- Evaluate ongoing Groups programming and practices.

### **SUPERVISORY RESPONSIBILITIES**

- The Groups Coordinator will coach, develop, and encourage Groups staff and volunteers.

### **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 required.
- Experience in written and/or video content creation is preferred.
- Equivalent combination of education and experience acceptable.

- Proven track record in a leadership and/or ministry role is required.

### **LANGUAGE SKILLS**

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

### **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**

- Ability to understand and support Prairie Lakes Church's unique vision and effectively apply established systems and processes to guide self and others toward the realization of the vision.
- Possesses strong relational and listening skills with ability to develop effective personal connections.
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate.
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Possesses understanding of PLC's Discipleship Pathway, and aligns with its principles.
- Expresses passion for individual and corporate Discipleship growth.

### **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. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus 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 \_\_\_\_\_