



JOB DESCRIPTION

DATE: March 10, 2020
JOB TITLE: **Next Steps Coordinator**
LOCATION: Osage Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-time, Non-exempt
WEEKENDS: As Needed

SUMMARY

The Next Steps Coordinator will implement and lead the structures and strategies that support the vision and philosophy for the five steps every “no matter” follower takes at the Osage Campus. They will be a leader of leaders who recruits, develops, and coordinates volunteer leaders and teams to effectively execute our Guest Services and participate in ministry development related to helping guests take next steps.

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

- Oversee and lead PLC Osage’s Guest Services ministry.
- Champion PLC’s Next Steps model and monitor effectiveness at the Osage campus.
- Encourage, guide and connect guests to PLC’s next steps, which are:
 - Attend Regularly – Every week matters.
 - Serve Purposefully – Make a difference with us.
 - Connect Relationally – Share life together.
 - Give Generously – For you not from you.
 - Invite Boldly – Come sit with me.
- Manage administrative systems to track and develop guest engagement.
- Leverage Next Steps data to inform campus initiatives and opportunities for engagement.
- Facilitate regular First Step events and follow up with guests from each.
- Work collaboratively with PLC’s Next Steps Pastor to develop and implement central initiatives fitting the Osage campus’ scale.
- Implement and execute special projects as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the part-time custodian at the Osage 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

- High school diploma required.
- Experience working with volunteers and/or customer service experience is helpful.

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

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- 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.

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. This campus has 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 _____