



Position Title: ACTS MO Campus Coordinator

Hours/week: 10 hours (part-time)

Reports To: ACTS Coordinator and Campus Pastor

Grade: non-exempt

PRIMARY RESPONSIBILITIES:

- A. Campus Specific ACTS: Identify needs at campus location
 - 1. Build partnerships with schools, local agencies and other non-profits to serve families in need
 - 2. Build a strong network of Ministry Partners for campus
 - 3. Develop quarterly ACTS service projects distinct to campus that can also include serving opportunities for Community Groups
 - 4. Assist in keeping campus specific ACTS information current on Woodmen website
- B. Central ACTS: Woodmen-wide ACTS ministries
 - 1. Plays active role in central ACTS ministries such as Gift of Love, Thanksgiving Baskets, etc.
 - 2. Uses Woodmen tools such as Rock, AdSpend, etc. to facilitate and implement ACTS events
 - 3. Promotes ACTS through campus Facebook page
 - 4. Learns use of ACTS Mobile Kitchen and Grill
- C. Assists ACTS Director in implementing new ministries or events, both campus-specific and church-wide
- D. Attends ACTS meetings as required
- E. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

- 1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
- 2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
- 3. Detail-oriented and self-motivated
- 4. Possess outstanding oral and written communication skills
- 5. Able to operate common office equipment, including copiers, fax machines, printers and computers
- 6. Proficient in Windows, including Outlook, Microsoft Word, Excel and PowerPoint
- 7. Has a healthy family life. If married, the spouse must be a believer and supportive of the ministry, as well as be involved at Woodmen. If single, this individual will display and uphold high moral and biblical standards in his/her interpersonal relationships.
- 8. Able to attend weekend services and evening activities throughout the week
- 9. Endurance to maintain a rigorous schedule of activities, as well as keep up with and relate well to volunteers
- 10. This position involves a lot of standing and walking, with light to medium lifting
- 11. Reliable transportation for commuting between a variety of locations