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Position Title:	AV Campus Coordinator/Prison Ministries Assistant
Hours/week:	30 (part-time)
Reports To:	Prison Ministries Director, Pastor
Classification:	salaried/non-exempt
Pay Range:	\$26,520-\$29,640 per year at 30 hours, depending on experience
Benefits:	Individual medical, vision, dental and life insurance options; eligible to participate in HSA and 403(b) retirement plan; paid vacation and sick leave

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

#### PRIMARY RESPONSIBILITIES:

1. Campus-Specific Administrative Responsibilities (20-25hrs wk.):  
The Ark Valley (AV) Campus Coordinator is to support the Campus Pastor (CP), Ministry Partners (MPs) and Lead Team in the mission of the church.
  - a. Assists the CP in executing ministries and/or events (Yard Event, Christmas, etc.)
  - b. Assists in managing calendars for Campus events and CP
  - c. Assists CP with recruiting/training MPs to minister to offenders in prison
  - d. Communicates with MPs to assist them in signing up to visit prison, training for their volunteer status, and coordinating their involvement within the prisons
  - e. Communicates with Department of Corrections (DOC) officials, as designated, for the purpose of accountability and training requirements for personnel and MPs
  - f. Updates/maintains social media opportunities as appropriate and needed
  - g. Works with Central Ministries for support and coordination of Campus events and ministry
  - h. Manages details and reporting related to events, expenses, and CP's calendar
2. Prison Ministry Administrative Responsibilities (15hrs wk.):  
This portion of the role is to assist with general statewide prison ministry initiatives related to aftercare and DOC support.
  - a. Assists in managing calendars for Prison Ministry activities
  - b. Creates and maintains relationships with public and private vendors throughout Colorado who can offer resources for reintegrating offenders
  - c. Corresponds with offenders to help prepare them for reentry and mentoring, as needed
  - d. Connects released offenders with the vendors that will provide for their needs after release
  - e. Manages details and reporting related to events, expenses, and CP's calendar
  - f. Helps develop and implement processes for offenders reintegrating into society and trains and manages volunteers to help with reentry efforts.
3. Other duties as assigned (5hrs wk.):

#### SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader 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. 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.
4. Ability to work well with a diverse group of people and relate well to volunteers and the DOC
5. Able to represent/multiply the work of the Prison Ministry team in different meetings/locations
6. Detail-oriented and self-motivated while being a team player
7. Strong administrative and organizational skills with ability to multi-task
8. Outstanding written and verbal communication skills
9. Ability to understand/maintain budgets and do financial planning
10. Ability to operate common office equipment
11. Proficient in Windows, including Outlook, Microsoft Word, Excel and PowerPoint
12. Ability to attend weekend services and occasional evening activities throughout the week
13. Endurance to maintain a rigorous schedule of activities
14. This position requires light to medium lifting
15. Reliable transportation