



Position Title: Woodmen Students Central Coordinator
Hours/week: 40+ (full-time)
Reports To: Woodmen Students Senior Director
Classification: Salaried/non-exempt
Pay Range: \$29,307.20 - \$38,084.80 (hourly equivalent: \$14.09 - \$18.31)
Benefits: Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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:

- A. Attends weekly central (56 and College) student services and events and assists Central Students Staff in executing teaching, games, worship and small groups; substitutes and trains when necessary to maintain an excellent experience
- B. Administrates various tasks and streamlines procedures in Woodmen Students Ministries with the goal of helping Students Staff conduct ministry in a warm and effective way including maintenance of parent resources, community group data and new student care
- C. Plans, coordinates and executes meaningful Central Student events for students and Ministry Partners (MPs) under the direction of the Central Students Staff, including working with vendors and other departments to fulfill needs of the event
- D. Administrates and coordinates student missions trips and trainings
- E. Carries out Woodmen Students systems for follow up, greeting, MP care, and 56 and College ministries
- F. Assists campus Woodmen Students staff in executing student student events, trips, retreats and objectives as needed
- G. Other duties as assigned

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 documentsDemonstrates a clear calling to student ministry and leadership within the church; passionate about helping students know, understand, and serve God
- 3. Possesses excellent organizational, verbal and written communication skills
- 4. A team player with excellent interpersonal and relationship building skills; able to observe and interpret people and situations; able to recruit volunteers to serve as necessary
- 5. Excellent problem solver; able to read/interpret data, information and documents and learn and apply new information or skills
- 6. Ability to perform highly detailed work on multiple, concurrent tasks and meet deadlines in the midst of frequent interruptions
- 7. Available to work weekends and special events; able to travel to offsite student and training events
- 8. Ability to stand, walk and sit for long periods of time
- 9. Ability to lift and carry up to 50 lbs.
- 10. Reliable transportation