



Position Title: Campus Students Coordinator
Hours/week: 40+ (full-time)
Reports To: Campus Students Director
Classification: salaried/non-exempt
Pay Range: \$33,000-\$35,000 (hourly equivalent: \$15.87 - \$16.83)
Benefits: Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time
Start date: January 2022

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 weekend Student services and events and assists Monument (MO) Students Staff in executing teaching, games, worship and small groups, substituting and training when necessary to maintain an excellent experience
- B. Administrates various tasks and streamlines procedures at MO for Middle School and High School with the goal of helping MO Students Staff conduct ministry in a warm and effective way
- C. Plans, coordinates and executes meaningful campus-specific Student events for students and Ministry Partners (MPs) under the direction of the MO Students Staff
- D. Carries out Student systems for follow up, greeting, MP care, etc.
- E. Assists central Woodmen staff and Woodmen Students Senior Director as needed in executing central student events, trips, retreats and objectives, including those within 56 and college ministry
- F. 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 documents
- 3. Demonstrates a clear calling to student ministry and leadership within the church; passionate about helping students know, understand, and serve God
- 4. Possesses excellent organizational skills, verbal and written communication skills
- 5. 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
- 6. Excellent problem solver; able to read/interpret data, information and documents and learn and apply new information or skills
- 7. Able to perform highly detailed work on multiple, concurrent tasks and meet deadlines in the midst of frequent interruptions
- 8. Available to work weekends and special events; able to travel to offsite student and training events