



Position Title: Woodmen Heights Students Coordinator

Hours/week: 40+ hours/week (full-time)

Reports To: Woodmen Heights Students Staff

PRIMARY RESPONSIBILITIES:

- A. Attends weekend Student services and events and assists Woodmen Heights 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 Woodmen Heights for Middle School and High School with the goal of helping Woodmen Heights 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 Woodmen Heights Students Staff
 - D. Carries out Student systems for follow up, greeting, MP care, etc.
 - E. Assists central Woodmen staff and Pastor of Woodmen Students as needed in executing central student events, trips, retreats and objectives, including those within 56 and college ministry
 - F. Other duties as assigned
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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. 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