



Approved: 28 September 2021 IRS Worker Classification: Employee FLSA Classification: Non-exempt	WSFC Employment Category: Regular, Part-Time – 20 hours/week WSFC Staff Category: Support Staff WSFC Ministerial Licensure: N/A WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Train Coordinator furthers the West Shore Free Church (WSFC) mission by providing a broad range of administrative and coordinative support to our Train Ministry (which includes our Caring Ministry). General duties include: general administrative support; database entry; volunteer coordination, recruitment and training; ministry event planning and coordination; ministry communication.

QUALIFICATIONS

Ministry Specific

- Solid theological understanding with a deep love for Scripture and demonstrated spiritual maturity
- Detail-oriented – always pursuing excellence with both beauty and functionality
- Self-starter who works well with minimal supervision and general guidance; can handle ambiguity
- Project management skills – organized and able to manage multiple, concurrent projects
- Continual learner
- Demonstrates healthy emotional intelligence
- Effective oral and written communicator
- Service-minded and flexible
- Gifted in hospitality
- Ability to work well and graciously under pressure
- Loves working with people
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files and documents)
- Bachelor's degree preferred, but not required

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



RESPONSIBILITIES

- Participate on the Train Ministries Leadership Team, providing both administrative support and an active voice in discussion.
 - Offer honest feedback and constructive recommendations.
- Administratively support the Train (~75%) and Caring Ministry (~25%) Teams.
- Provide creative Train and Caring event coordination & support/participation (some evenings and weekends) with occasional event leadership.
- Support volunteer team recruitment, training, scheduling and communication in a trust-building setting.
- Affirm and encourage co-workers and volunteers while mitigating conflict if it arises.
- Track goals, objectives and project progress, while supporting their accomplishment.
- Care for participants and team members, to include meeting and praying with event attendees as needed.
- Learn and grow in proficiency and collaborate well with other ministries.
- Implement intentional strategies that promote the WSFC mission both internally and externally.
- Execute other general administrative duties as available.

REPORTING RELATIONSHIPS

The Train Coordinator serves under the general authority of the WSFC Elder Board and reports to the Train Pastor while also supporting the Caring Ministries Pastor. The position also works collaboratively with staff and volunteers to meet WSFC Train and Caring Ministries goals.

WORKING ENVIRONMENT

Moderate physical activity. This includes occasional movement of equipment over short distances about 10% of the time. Primarily works in an office environment and may also help with event set-ups or resets as needed. Workdays and work hours will occasionally vary to meet ministry needs (10% or less of time). Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours.