



POSITION DESCRIPTION TRAIN MINISTRIES COORDINATOR

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

SUMMARY

The Train Ministries Coordinator furthers the West Shore Free Church (WSFC) mission by providing a broad range of administrative and coordinative support to our Train and Caring Ministries. General duties include: administrative support, ministry event coordination and planning, volunteer coordination, and ministry communication.

QUALIFICATIONS

Ministry Specific

- Bachelor's degree preferred, but not required
- Ability to manage multiple, concurrent projects and multi-task well
- Experience in administrative support and event planning preferred
- Self-motivated individual with strong organizational and team building skills
- Skilled in oral and written communications
- Detail-oriented, service minded, and flexible
- Manifests good character, wisdom, and discerning judgment
- Self-starter who works well with minimal supervision and general guidance
- Ability to work well and graciously under pressure
- Desire to learn and grow
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents

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

- Participates on the Train Ministries Leadership Team, providing both an active voice in discussion as well as administrative support.
- Provides general administrative support to the Train (~75%) and Caring Ministry (~25%) Teams.
- Track goals, objectives and project progress, while supporting their accomplishment.



POSITION DESCRIPTION TRAIN MINISTRIES COORDINATOR

- Provides creative event coordination for both Train and Caring ministries and supports/participates in events (some evenings and weekends) with occasional event leadership.
- Coordinates volunteer process and development: recruitment, training, scheduling and communication.
- Provides care for event participants, to include meeting and praying with event attendees as needed.
- Works and collaborates with other ministry areas to help accomplish goals of Train and Caring ministries.
- Executes other general administrative duties as required.

REPORTING RELATIONSHIPS

The Train Ministries Coordinator serves under the general authority of the WSFC Elder Board and reports to the Train Pastor and also supports the Caring Ministries Pastor. This position also works collaboratively with other staff and volunteers to meet ministry 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. Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours but will vary occasionally to include some weekend or evening hours to meet ministry needs (10% or less of time).