



Job title: ClubCove Coordinator

FLSA Status: Exempt

Department: Program

Reports to: Student Ministries Senior Coordinator

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Assist in the development, implementation, and daily operation of the ClubCove program.

Position Purpose: To provide day to day leadership on-site for the successful operation of the ClubCove program so that adult guests and children may better able connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Prior experience in children/youth ministry

Essential Job Functions/Responsibilities:

- Provide onsite leadership to ClubCove staff and parents by being visible, available and leading by example
- Invest in the lives of ClubCove staff through passionate leadership and a sincere interest in them as individuals
- Assist in organizing the ClubCove program by providing schedules to staff, guests and administration, communicating instructions to staff clearly and often, planning and facilitating ClubCove staff meetings
- Model & encourage ClubCove staff by training staff in guest interactions, encouraging, teaching and keeping them accountable to Sandy Cove rules & standards
- Assist with administrative work as needed, such as scheduling, payroll and employee mid-summer and end of summer performance evaluations
- Assist in implementing a daily schedule that provides a quality experience for each child, inclusive of children with disabilities, while assuring peace of mind for every parent
- Provide and maintain an organized and clean environment
- Maintain discipline and order, with an emphasis on safety for both guests and staff
- Oversee care of equipment
- Represent Sandy Cove Ministries in a positive manner through interactions with guests
- Interface with all related Sandy Cove Ministries' departments to assure effective scheduling and communication
- Attend scheduled leadership, team, and staff meetings as assigned
- Perform any other reasonable task as assigned

Essential skills and experience:

- Mature Christian with a growing faith, committed to the mission of Sandy Cove Ministries
- Strong people skills
- Strong organizational skills
- Self-motivated with problem solving skills
- Adaptable and flexible in dealing with last minute changes, including covering positions when numbers in program dictate.
- Ability to carry out responsibilities
- Good oral communication skills

Reporting to this position: ClubCove Team Members

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear.

■ *Work environment:* While performing the duties of this job, the employee is in inside a building, but can at times be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 8-1-11

Revised: