



Job title: Student Ministries Senior Coordinator

FLSA Status: Exempt

Department: Program

Reports to: Director of Program Ministries

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: Oversees the ClubCove, CrossWalk & Collide programs for Summer Together in order to provide a safe, fun & gospel centered environment for infants through college students while their parents participate in Sandy Cove programs.

Position Purpose: To provide leadership to the operation of the ClubCove, CrossWalk & Collide programs so that adult guests and children may better able connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Prior leadership experience in children/youth ministry
- Best educational practices for children (including special needs children)
- Experience in Christian programming & lesson plan development
- Knowledge of applicable legal policies as it relates to hiring and child care

Essential Job Functions/Responsibilities:

- Hire and train staff by interviewing, communicating expectations, execute orientation training week to prepare staff for summer, lead on-going training meetings throughout the summer and work with other departments to coordinate training
- Plan schedules, activities and program details by developing and executing the orientation week schedule, program schedules & extra duties schedule (ex. Staff working as bell hops, and in 10th Hole Snack Shop)
- Monitor daily activities of the programs, with an emphasis on ClubCove, by overseeing the staff implementing the program, preparing payroll administration and coordinating with payroll department and staff performance evaluations
- Mentor Coordinators and other staff by communicating program expectations, changes in the program and staff concerns by meeting regularly to determine needs
- Problem solve and handle crises' by mediated issues between staff and/or guests, helping develop solutions for children/families with special needs and developing solutions for unexpected changes in resources and scheduling.
- 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 (ability to work well with children, parents and manage high school and college age staff)

- Strong organizational and multi-tasking skills
- Self-motivated with problem solving skills
- Adaptable and flexible in dealing with last minute changes, including covering positions when numbers in program dictate.

Reporting to this position: ClubCove Coordinator, ClubCove and CrossWalk Team Members, CrossWalk Coordinator & Collide Coordinator

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 to moderate.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 8-1-11

Revised: