



Job title: CrossWalk 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: The CrossWalk Coordinator position is responsible for the design, implementation and leadership of the CrossWalk youth program for the annual Summer Together program.

Position Purpose: To prepare and lead the CrossWalk program for young adults (12-18 year olds) for Summer Together Program participates so that they are able to better connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Prior experience working as leader in youth ministry
- Ability to facilitate small and large group discussion and recreational activities
- Adaptable and flexible in dealing with last minute changes
- Creative

Position Responsibilities:

- Spend time building relationships with students through prepared activities and lessons
- Integrate the summer theme through every aspect of the CrossWalk experience.
- Design, create and implement a relevant and dynamic ministry curriculum that is engaging to today's youth and fulfills the summer ministry objectives.
- Invest in the lives of CrossWalk staff members through passionate leadership and a sincere interest in them as individuals.
- Assist with the hiring, training and supervising of appropriate staff
- Outline the general summer "daily schedule" for the CrossWalk program
- Weekly set up and tear down decorations & wall posters in CrossWalk meeting areas
- Monitor all expenditures within the CrossWalk budget, including the purchase and maintenance of supplies and equipment for the CrossWalk program,
- Interface with all related Sandy Cove Ministries departments to assure effective Scheduling
- Turn in necessary payroll documents for CrossWalk Leaders to Accounting department on time
- Communicate with weekly CrossWalk speakers, and assist them as needed
- Participate in leadership, team, and staff meetings as assigned
- Perform other tasks as assigned by the Director of Program Ministries

Essential skills and experience

- Mature Christian with a growing faith, committed to the mission of Sandy Cove Ministries
- Strong interpersonal & communication skills
- Strong organizational skills
- Self-motivated with problem solving skills

Reporting to this position: CrossWalk Leaders

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 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: 12/10/15