

Student Ministries Coordinator

Staff Purpose: The Student Ministries Coordinator seeks to lead and serve as a faithful part of God's work in and through the ministry of First Methodist Church of Mansfield. The Student Ministries Coordinator serves on a ministry team dedicated to a team approach to the ministry entrusted to us.

Job Overview: The Student Ministries Coordinator seeks to provide expertise in the field of logistics and administration in order to support the Student Ministries Director. The Student Ministries Coordinator helps organize and coordinate events, programs and budget as well as assisting in the coordination of all adult volunteers.

Responsibilities and Duties: (include but not limited to):

- Keep track of volunteer schedules and availability.
- Ensure all volunteers are compliant according to First Methodist Mansfield standards.
- Prepare mentor curriculum tubs for educational programs.
- Oversee the ordering and inventory of program materials as well as overall student ministries budget.
- Create and manage all event/program registrations.
- Other tasks as designated by Student Ministries Director.

Required Qualifications:

- Desire to see one's life work to be dedicated toward the Kingdom of Jesus Christ
- Strong work ethic and self-starter
- Ability to work with software and use of online resources and computer
- Effective with spreadsheets
- Commitment to safety and care of students
- Ability to work and lead people to accomplish common goals and objectives
- Valid driver's license

Preferred Qualifications:

- Effective Public Speaker/Communicator
- Organizational skills

The position of Student Ministries Coordinator is part-time, a commitment of 20 hours per week.

The Student Ministries Coordinator will adhere to the principles of confidentiality concerning the business of this ministry.