



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Administrative Coordinator**
Reports to: **High School Pastor**
Position Status: **Part-Time, Non-Exempt**

Department : **Save – High School Ministry**
Effective: **January 2011**
Replaces: **New Position**
Position Number: **RC-06-11**
Posting Date: **January 27, 2011**
1st Closing Date: **February 3, 2011**

Position Summary: The Administrative Coordinator for the High School Ministry exists to provide leadership to and oversee the administrative function of the High School Ministry office. This position will execute projects, develop and manage volunteer teams, and act as a liaison between the High School Pastor, the High School Ministry, and Rock Church staff. The Administrative Coordinator works under the direct supervision of the High School Pastor.

Job Responsibilities and Duties:

1. Organizes all aspects of the High School Ministry office to increase productivity, efficiency, and quality of work.
2. Serves as the first point of contact to staff, congregants, visitors, networks, and outside organizations with regard to all inquiries for the Rock's High School Ministry.
3. Develops and maintains follow-up systems for visitors and new believers.
4. Coordinates room and facility reservations.
5. Provides weekly communication and administrative support to volunteer staff and leaders.
6. Responsible to track all High School Ministry numbers and manage the Youth Form 31.
7. Maintains yearly High School Ministry calendar.
8. Maintains high school student and adult leader databases to include, but not limited to: Fellowship One and Google docs.
9. Executes projects and on-demand tasks.
10. Interfaces with appropriate departments on relevant tasks or projects.
11. Develops and manages a volunteer administrative support team.
12. Oversees new leader assimilation including coordination of background checks, requests for new badges, follow-up, etc.
13. Responsible to create systems, processes, and best practices to make the high school ministries run more efficiently through maximizing volunteer involvement.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the High School Pastor.

Job Skills and Requirements:

1. Three to five years related experience and/or training; or equivalent combination of education and experience.
2. Must be able to maintain confidentiality.
3. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
4. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
5. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.

6. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Proficiency with Microsoft Excel, Word, Outlook.
7. Ability to be firm but gracious in dealing with staff and ministry leaders.
8. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
9. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
10. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
11. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.