



ROCK
C H U R C H

JOB DESCRIPTION

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

Department: **Save - Junior High Ministry**
Effective: **January 2011**
Replaces: **New Position**
Position Number: **RC-07-11**
Posting Date: **January 27, 2011**
1st Closing Date: **February 3, 2011**

Position Summary: The Administrative Coordinator for the Junior High Ministry exists to provide leadership to and oversee the administrative function of the Junior High Ministry office. This position will be responsible for developing and managing volunteer teams and act as a liaison between the Junior High Pastor, the Junior High Ministry, and the Rock Church staff. The Administrative Coordinator position reports to the Junior High Pastor.

Job Responsibilities and Duties:

1. Organizes all aspects of the Junior High Ministry office to increase productivity, efficiency, and quality of work.
2. Serves as the first point of contact to the staff, congregants, visitors, networks, and outside organizations with regard to all inquiries for the Rock's Junior High 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 for tracking all Junior High Ministry numbers to include weekly attendance and managing Youth Form 31.
7. Maintains and updates yearly Junior High Ministry calendar.
8. Maintains junior high school student and adult leader databases to include, but not limited to Fellowship One and Google docs.
9. Executes and completes projects and on-demand tasks in a timely manner.
10. Develops and maintains follow up systems for visitors and new believers.
11. Responsible for new leader assimilation including distributing and collecting background check paperwork, processing applications for volunteers and follow-up, etc.
12. Interfaces with appropriate departments on relevant tasks or projects.
13. Develops and manages a volunteer administrative support team.
14. Organizes and supports the planning of department events, including Junior High Ministry volunteer appreciation events.
15. Responsible to oversee event registrations and all financial aspects for such events as Summer Camps, Retreats, etc.
16. Assimilates training packets and materials for leadership training, camps and events.
17. Ensures all birthday cards are distributed to all current volunteers for the Junior High Ministry.
18. Maintains and updates the overall content and calendar on the Junior High Ministry webpage.
19. Responsible for Junior High Ministry check deposits as well as all check requests for the Junior High Ministry.
20. Responsible to create systems, processes, and best practices to make the Junior High Ministry run more efficiently thus maximizing volunteer involvement.

The above summary of duties represents the major tasks, responsibilities and duties. This is not intended to be an exhaustive list of all tasks, duties and/or responsibilities. Therefore, the individual may perform other related tasks under the direction of the Junior High 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. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the Junior High Ministry.
6. 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.
7. Must possess strong computer skills including typing/keyboarding (55-60 wpm), proficiency with spreadsheets, databases, and word processing software.
8. Familiar with windows based software (Outlook, Excel, Word, PowerPoint, Access and Publisher). Willingness to learn new technology or other skills.
9. Ability to be firm but gracious in dealing with staff and ministry leaders.
10. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.
11. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
12. 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.
13. 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 well. Physically able to lift up to 25 lbs (with or without assistance). This position may also require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, 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.