



## **JOB DESCRIPTION**

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**Position Title:** Campus Coordinator - Millersburg Campus  
**Reports To:** Campus Pastor  
**Position Type:** Non-exempt, Hourly  
**Full/Part Time:** Part - Time

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### **CAMPUS COORDINATOR-MILLERSBURG CAMPUS**

#### **POSITION SUMMARY**

The Millersburg Campus Coordinator works with volunteers and central staff to cast the Grace vision, embody core values and promote healthy team culture at this campus. This would involve coordinating all the campus ministry events to ensure efficiency by communicating with volunteers and central staff, detailed planning for programs and events, and managing the day-to-day administrative functions of the campus.

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#### **JOB SPECIFIC RESPONSIBILITIES**

- Participate in planning meetings, take minutes at staff meetings to ensure clear communication to those involved with ministry and other events at Millersburg campus
- Calendar scheduling for ministry/special events
- Recruiting, training, coordinating, and communicating with volunteers
- Purchase budgeted expenditures and supplies for campus and for special events
- Coordinate Special Events & training days working closely with central support staff to ensure clear communication of ministry activity so all campuses are aware of plans
- Assist with administrative needs in each department (Adult Ministries, Guest Services, Family Life, Weekend Experience)
- Ensure that all records in ROCK are accurate, volunteer teams up to date, small groups updated regularly, overseeing workflows for followup through Rock database including communication cards to be assigned as needed
- Work with the Campus Pastor to develop goals for areas of responsibility every 90 days
- Other duties as assigned

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#### **QUALIFICATIONS**

- Requires supervisory responsibilities
  - Ability to initiate communication in leading volunteers
  - Strong organizational skills, attention to details and executing plans
  - Communicating clearly and concisely, both orally and in writing is also necessary to create a team environment.
  - High School diploma or equivalent
  - Minimum one year related experience, at an Administrative level
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**ACKNOWLEDGEMENT:**

I have read this position description and acknowledge my understanding of the requirements. I accept the position of Worship Arts Director/Campus Coordinator and agree to perform the essential functions and other duties in accordance with the established policies and expectations of Grace Church, 5850 CR 77, Millersburg, OH 44654. I understand that this description does not constitute a contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_