



## SPIRITUAL LIFE COORDINATOR JOB DESCRIPTION

Updated 12/15/2014

### Position Summary

The Spiritual Life Coordinator (SLC) is responsible for the creation and implementation of the worship and spiritual programs for the summer. The SLC also assists all other staff members as necessary with their jobs and assumes the responsibilities of the Site Director when requested.

### Responsibilities

- Adapt the summer's **standard program** plan to the site
  - Create, develop, plan and conduct worship and spiritual **programs throughout the day**
  - Be **flexible** to each individual and groups' needs and desires for the spiritual program
- Assist with **gathering** the group for all activities
- Assist in **leading** all program activities
- Minister to volunteers by maintaining an open, friendly and hospitable **atmosphere**
  - Participate in building of **Christian communities** among staff and volunteers
  - Act as a **resource** to youth during their own worship planning
- Develop relationships with **community members** throughout the summer
  - Outreach into the community to coordinate weekly (or more frequent) **cultural speakers**
  - Plan and lead **Adventure Wednesday** morning activities out in the community
- Take ownership for organized and clean **living spaces** for all of the volunteers and staff
  - Maintain the **program boxes** and items in them (games, balls, craft supplies, etc.)
- Visit each work site once a week to conduct **informal discussions** with each work team
- **Document** the summer through photographs and video. **Collect** files from counselors, youth and staff and be the primary organizer of the site's folders in the cloud to share with Central Staff.
- Monitor worship and study spending to stay on **budget**
  - Carefully record each **receipt** into SiteManager (online budget tracking program)
- Consistently **communicate** with Site Director about site's needs (and Central Staff as needed)
- Intentionally **support the Food Service Coordinators** to provide them with adequate rest
  - Assist with **two meals** each week to alleviate one Food Service Coordinator
  - Supervise the volunteers in **preparing lunches**
- Provide **feedback** at the end of the summer on processes
- Complete an end of summer **report**

## **Skill & Knowledge Requirements**

Good understanding of the Christian faith and a demonstrated history of leading worship experiences for youth and youth activities. Excellent speaking and organizational skills. Ability to work independently with minimal supervision. Must be willing and able to relate to youth in small groups and one-on-one in a friendly, sympathetic and relaxed manner. Ability to lead large and small groups. Ability to model Christian values.

## **Training**

All Spiritual Life Coordinators will be required to complete Online Training during the month of May. SLCs must read their entire job manual before the summer. During the ten day in-person training in June, there will be over twenty hours of job specific training for SLCs to review the standard program plan and to plan out all of their site specific activities. SLCs will present a mini-program for 45 summer and central staff.

## **Tips for Being a Successful Spiritual Life Coordinator**

1. Be aware of staff needs and be ready to fill in as needed when someone is sick or something unexpected arises.
2. Incorporate the gifts of others. Understand the gifts and desires of the rest of the staff and make appropriate use of them by including them in program activities. Do the same for counselors – include pastors and others who would like to share their spiritual gifts as appropriate.
3. Relational Ministry. A very important aspect of the SLC's job is informal "hanging out" with youth during free time. This involves simply being present – sitting, talking, listening, playing games, playing music, etc. Listen more, talk less.
4. Engage with every person (youth, counselor, staff, etc.), even those whom you personally struggle with. Call people by name and work to remember each person's name by midweek.
5. Ability to both command the attention of a group of teenagers as a leader – and be authoritative when necessary – as well as the ability to relate to them on more of a peer level and connect one-on-one.
6. Be open to constructive criticism, and even criticism that is brought about in a non-constructive way.
7. Flexibility. If a scheduled speaker or activity falls through, have a backup plan to transition into. If weather or other out-of-your-control incidences occur, remain calm and swiftly move into action.
8. Be open about personal faith so youth feel comfortable talking about faith issues. Acknowledge that each person is at a different point in their faith.