



SPIRITUAL LIFE COORDINATOR

JOB DESCRIPTION

Updated 4/6/2018

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
 - Seek out **feedback** from volunteers, staff, and Central Staff to continually improve the program as the week and summer progresses
- 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 **Christian community** 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**. Invite community members to SSP meals.
 - Plan and lead **Adventure Wednesday** morning activities out in the community
- Take ownership for organized and clean **living spaces** for all 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. Be the primary organizer of the site's folders 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**
 - Plan for and prepare any foods used as part of SLC duties
- Provide **feedback** to Central Staff at the end of the summer on processes
- Complete an end of summer **report** outlining program activities, contacts, etc.

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 are 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 plan out all of their site-specific activities. SLCs will also 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 informally "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 – even criticism that is given in a non-constructive way. Remember you will not be able to meet everyone's expectations, but others may have feedback that is useful to implementing the best version of your program.
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.