



Online Spiritual Life Coordinator Job Description

Updated 2/5/2021

Position Summary

The Spiritual Life Coordinator (SLC) is responsible for the creation and implementation of the spiritual program for the online summer program, and ensuring that participants (middle school and high school youth, young adults, and older adults) have a meaningful experience. The SLC also assists all other staff members as necessary and assumes the responsibilities of the Site Director when requested.

Shared Responsibilities

- Ensure the online program directly supports the **mission** of SSP
 - All interactions with participants are a **positive** embodiment of SSP
 - Act as a **resource** to participants with any questions or concerns they may have
- Develop relationships with **participants** and **community partners**
 - Maintain an **open, friendly, and hospitable** online environment
 - Seek out **feedback** daily about the online program and quickly **implement changes**
 - Identify future **potential staff members** and invite them to be a Staff-in-Training
- **Support** sessions led by other staff
- Respond in a **timely manner** to communication from HQ Staff
- Complete **end of summer report**
 - Provide **feedback** at the end of the summer about the online program

Specific Responsibilities

- Participate in weekly SLC **video calls** with HQ Staff (1-2 hours, May through July)
 - **Communicate** weekly (or more often as needed) with HQ Staff about program status
- Communicate with HQ Staff regarding any **supplies** needed for the “SSP in a Box” each participant will receive (early May)
- Adapt the summer’s **standard spiritual program** to your staff team and connected community partner(s)
 - Create, develop, plan, and conduct spiritual programs that challenge and encourage participants to grow in their individual faiths and community engagement
 - Be **flexible** to participants’ needs and desires for the spiritual program and scheduling
- **Lead and facilitate** program-related sessions throughout the day
- **Set an example** of communication, organization, timeliness, professionalism, and self-care for all participants and staff
- Consistently **communicate** with the Site Director about the team’s needs (and HQ Staff as needed)

Skill & Knowledge Requirements

Demonstrated history of independent and self-motivated work with little oversight and remote supervision. Good understanding and personal expression of the Christian faith. Demonstrated history of leading worship and/or faith development experiences for all ages of participants. Strong interpersonal, judgment, and decision-making skills. Excellent communication, organizational, and planning skills. Ability to work in both a team setting and independently, and ability to delegate. Clearly and confidently speak on Zoom, and effectively interact online with a variety of age groups. Comfortable utilizing and navigating G Suite (Google's tools: calendar, gmail, shared documents, sheets, slides, drive). Ability to model progressive Christian values.

Training

SLCs will be required to complete online Mandated Reporter training. SLCs will receive training during weekly SLC calls as well as during staff training from June 16 to 25 for all staff members.

Tips for Being a Successful Spiritual Life Coordinator

1. **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 your sessions. Do the same for participants – include pastors, youth, and others who would like to share their spiritual gifts as appropriate.
2. **Relational Ministry.** A very important aspect of the job is informally “hanging out” with youth. Listen more, talk less.
3. **Engage with every person** (youth, adult, staff, community partner, etc.), even those whom you personally struggle with. Call people by name.
4. 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 a near-peer level and connect one-on-one.
5. **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.
6. **Flexibility.** If a scheduled speaker or activity falls through, have a backup plan to transition into.
7. **Model appropriate openness about personal faith** so youth feel comfortable talking about faith issues. Acknowledge that each person is at a different place in their faith.

Employment Dates & Compensation

SLCs will be paid hourly for work which begins in March. Estimated 35 to 45 hours total prior to Staff Training. Hours will be irregular and as needed until June 15. Online summer staff can work a maximum of 7 hours a day, up to 35 hours per week from June 16 to July 30.

- **March & April:** (up to 2 hours per month)
 - Biweekly team meetings (1 hour) as soon as hiring paperwork is complete
- **May 1 - June 15:** (up to 40 hours)
 - Biweekly team meetings (1 hour)
 - Weekly SLC meetings (1-2 hours)
 - 1-4 hours of independent work time per week
- **June 16 - 25:** Staff Training: up to 35 hours per week
- **June 28 - July 23:** Participant weeks: up to 35 hours per week
- **July 26 - 30:** Debrief: up to 20 hours per week

Online summer staff are paid hourly for their work. Base pay starts at \$14 per hour for all staff with one year of experience. Additional pay is increased by \$1 per hour for each additional year of experience.