

JOB DESCRIPTION

Job Title: WORK AND WITNESS COORDINATOR

Department: Support Staff

Reporting Relationship: Directly to Executive Director

Location of Job: Campus

Work Schedule: Varies, depending on team schedules. Otherwise, assist maintenance. Other times as needed.

Salary Range: In addition to a monetary salary – housing, utilities, laundry facility and meals (when cafeteria is open) are furnished.

Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk
- Be part of the mission: *to educate and disciple students for Christ*
- Follow the vision: bringing students in by what they want, and sending them out with what they need
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17)
- Prepare work sites, purchase supplies (utilizing existing supplies in inventory), schedule work projects.
- Coordinate scheduling of Work and Witness Teams.
- Assign projects, assess skills, transport if necessary.
- Greet teams, conduct orientation and train and supervise members.
- Meet with Maintenance supervisor, Executive Director, Dorm supervisor about teams, projects, coordination of events
- Supervise work site, supervise use of tools and equipment
- Supervise clean-up and return all tools and equipment to inventory
- See project to completion, including clean-up.
- Keep accurate account of funds, including funds encumbered.
- Supply Leadership/Office with current schedule of teams (including description, finances, skills, project, etc.). Revise frequently.
- Prepare and present semi-annual report to Native American Ministries Board of Directors.
- Perform other duties and assignments as required.