



# Brookland Baptist Church Youth and Teens Department

## JOB DETAILS

<b>JOB TITLE:</b>	<b>Program Coordinator (Youth and Teens)</b>
<b>HIRING MANAGER/ RESPONSIBLE TO:</b>	Mark Richard <i>Youth and Teen Pastor &amp; Executive Director – Youth &amp; Teen Programs (CLC)</i>
<b>PREFERRED LOCATION FOR POSITION:</b>	<b>Brookland Baptist Church – West Campus</b> 1066 Sunset Blvd, West Columbia, SC 29169

## JOB DESCRIPTION

<b>Principal Tasks</b>
<p>Brookland Baptist Church is seeking a dynamic <b>Program Coordinator</b> to join our Youth and Teen Department in West Columbia, SC. Our thriving ministry is seeking someone who loves children, is dependable, arrives on time, has strong organizational skills, and is a team player. Our ideal candidate enjoys working with youth and teens. Loves to read to kids, play games, engage them in provided crafts, and enjoys playing with kids on the playground, and behave with the utmost integrity. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Provides general program oversight under supervision of Youth Pastor/Executive Director</li> <li>• Serve as main contact person for on-site day and/or evening events</li> <li>• Implements approved on-site educational programs</li> <li>• Works with Executive Director to identify and coordinate community service opportunities</li> <li>• Internship coordination</li> <li>• Provides calendar administration with K. Allen Campbell and Events Teams</li> <li>• Recruit, retain, and coordinate an annual appreciation dinner for all volunteers</li> <li>• Follow appropriate child:adult ratios when scheduling volunteers to serve.</li> <li>• Develop a good relationship with volunteers</li> <li>• Demonstrate a positive and friendly attitude with the parents and the children who are in your care</li> <li>• Collect attendance sheets each week/event and ensure appropriate documentation</li> <li>• Assists with preparation, serving and clean-up of meals, snacks, and prizes</li> <li>• Immediately report needs and concerns to the Executive Director/Youth and Teens Pastor</li> <li>• Complete required trainings and serve as a madatory reporter</li> </ul>
<b>Supplementary Tasks</b>
<ul style="list-style-type: none"> <li>• Support the Youth and Teens Pastor regarding policies and procedures</li> <li>• Recruit volunteers to serve in the classrooms during Sunday morning and during other church related events</li> <li>• Report needed supplies to the Youth and Teens Pastor (wipes, paper towels, Kleenex, etc.)</li> <li>• Report damaged toys/equipment or safety hazards to the Youth and Teens Pastor</li> <li>• Wear identification nametag or special Children’s Ministry shirt when serving</li> <li>• Technology support during services, events, and activities</li> <li>• Other duties as assigned</li> </ul>
<b>Skills/Qualifications/Training/Experience</b>
<ul style="list-style-type: none"> <li>• Energetic, enthusiastic and caring</li> <li>• Ability to relate positively with young children</li> <li>• High School diploma and at least 2 years of experience in the field of a related area OR a Bachelor’s degree in a related field</li> </ul>



## Brookland Baptist Church Youth and Teens Department

- Performs a variety of tasks
- Strong organizational skills
- Strong computer skills (particularly MS Office Suite)
- Excellent written and verbal communication skills
- Attend ongoing Ministry training and meetings as required
- Take training in First Aid and CPR\*\*\*

### Requirements & Work Environment

- Must be able to pass regular background checks
- Normal office environment
- Sitting for extended periods of time
- Standing in an upright position for continuous periods of time
- Walking considerable distances
- Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations
- Near Acuity (clarity of vision at 20 feet or more, with or without corrective lenses)
- Speaking (expressing ideas by the spoken word)
- Listening (perception of speech or the nature of sounds in the air)
- Ability to work with computers and operating office equipment
- Ability to write, count, read, type

### Success Criteria

- Organized
- Strong attention to detail
- Prioritization
- Ability to build rapport with youth, parents, staff and volunteers
- Self-starting/self-driven
- Proactive
- Positive attitude
- Energetic
- Engaged
- Forward thinker

### Licenses or certifications required

- No licenses required

### Travel requirements

Travel

<5% Travel

- 0% international
- <5% Local/Regional travel as needed for events/meetings/trainings

### Scope of employment

- Part-time
- Salaried

### Work schedule

- Flexible Schedule as agreed upon with Executive Director
- Weekend Availability
- Some Evenings are required



## Brookland Baptist Church Youth and Teens Department

Compensation scheme
Range: \$20,000 - \$30,000 per year

**TO APPLY:**

Email your resume to [mrichard@brookland.cc](mailto:mrichard@brookland.cc) for consideration