



Associate Program Coordinator Job Description

"To know Jesus Christ, and to make Christ known to all."

Summer Camp

Training: Participate in training of Leadership, Support Staff and Summer Staff training.

Weekly Meetings: Attend Support staff meetings and week-end all staff meetings.

Discipleship Team: Train, equip, encourage, and oversee Discipleship Team.

Hospitality/Visitors: Oversee guest hospitality, and point of contact for church leaders.

Registration/Closing Logistics: Oversee Sunday registration process and Friday closing process.

Coaching Summer Staff: coach and equip support a variety of support staff to carry out their roles.

Supervise evenings: Oversee program three evenings of the week.

Youth Ministry Team

-Coordinate our Youth Ministry Team Program year around and supervise YMT members.

-Recruit, interview, hire, and place Youth Ministry Team candidates.

-Work with congregations to both prepare and coach YMT members throughout the year.

-Lead Youth Ministry Team training in early September.

-Meet weekly with the YMT members each Friday for continued training/prayer/encouragement.

Recruiting

-Recruit, interview, and hire all Youth Ministry Team applicants.

-Travel to colleges to recruit for summer staff.

-Conduct interviews for summer staff along with Program Coordinator.

Congregation Partnerships

-With the Director, coordinate all congregation visits throughout the year.

-Be flexible and open to visit congregations throughout the year to share about Riverside's ministry (primarily on Wednesday evenings and Sunday mornings). *this will not be every weekend and is shared w/ other program staff*

Youth/Adult Retreats/Year Around Programming

-With Program Team, help develop programming for all year around programming

-Assist with our retreat groups by helping set-up, tear down, and available to help with programming as needed.

-Retreat host for retreat groups as needed (no more than once/month)

Other

Technology: Help with keeping up our Audio/Video system

Retreat Host: Host retreat groups on a rotating basis.

Special Events: Attend and help with events such as Quilt Auction, 5K, Gala, Annual Meeting, and Golf Outing.

To Apply...

If you are interested in applying for this position, please submit a cover letter and resume to Riverside with attention to Chris Dahl.