



LIFE CENTER

TRANSFORMING COMMUNITIES

LIFE CENTER PROGRAM COORDINATOR

Department : Ministry Environments

Direct Report : Life Center Director

Position : Full-time

PURPOSE OF POSITION:

To support the Life Center Director in developing, promoting and implementing the Life Center ministries while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Self-motivated, not needing micromanagement yet love to do life as a team
- Ability to work with people, building teams, promoting teamwork, and delegating responsibility
- Ability to recruit, motivate, and equip staff and lay volunteers
- Ability to create, develop and train leadership
- Ability to evangelize and disciple

RESPONSIBILITIES:

- Serve as the primary point of contact for each of your ministry areas, attend each event in person unless alternative coverage has been arranged.
- Coordinate and oversee volunteer efforts for specified programs through recruitment, initial contact, continued communication, and training of new volunteers.
- **Food Bank:** Oversee food bank logistics and volunteer scheduling and communication. Train key volunteers, develop & disciple new and existing leaders; work with Food Bank of the Rockies, local donor organizations, and improve client follow-up processes.
- **Senior Connections:** Grow and improve the Senior program through volunteer recruitment/scheduling, client advertising, volunteer appreciation, and other tasks as necessary for the program to succeed, while maintaining relationships with groups like Volunteers of America.
- **Legal Aid Clinic:** Communicate with attorneys, assist in making appointments, work closely with key volunteers.
- **Tax Prep:** Communicate with and help facilitate two volunteer tax programs that take place seasonally. Assist with making client appointments at the front desk.
- **Front Desk:** Coordinate and train front desk volunteers. Cover the front desk when necessary.
- Be available when pastoral care needs arise and be present at the Life Center without appointments during your day or time on-call
- Work closely with the Life Center Director on day-to-day operations, special events, and provide ongoing information on program progress and volunteer updates.