



LIFE CENTER

TRANSFORMING COMMUNITIES

LIFE CENTER COORDINATOR | TEACHING PROGRAMS

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 which focus on teaching individuals, churches, and groups while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Education and experience 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 Serve team members
- Ability to create, develop and train leadership
- Ability to evangelize and disciple

RESPONSIBILITIES:

- Oversee the GED classes, managing the Serve team members, and coordinating the students
- Oversee the ESL classes, managing the Serve team members, and coordinating the students
- Conduct an intake interview with all new incoming students, assisting with their placement
- Continually monitor the community for potential gaps in educational programming (i.e. Financial classes), creating new programming and classes when needed
- Prepare training on service for all incoming school groups, utilizing current curriculum and creating new curriculum as required
- Work with local school districts to find new opportunities to come alongside and provide training
- Prepare training on service for churches looking to dive deeper into service concepts and theology
- Work towards building an online curriculum around the ideas of service to further the ministry of Mission Hills Association as requested
- Assist with the creation of “Stuck in the Messy” service podcast
- Assist with hosting the Discovering Service class
- Assist in the recruitment, communication, and training of new Serve team members
- Assist the Life Center Director with day-to-day operations and logistics
- Provide financial and other information reports as required
- Be available when pastoral care needs arise at the Life Center
- Meet regularly with the Life Center Director for ongoing development and coaching

COMPENSATION:

To be discussed during interview process. Position is eligible for full benefits.