



## **COMMUNITY SERVICE COORDINATOR MINISTRY DESCRIPTION**

### **Position Overview**

Manage partnerships with social service organizations. Confirm and implement weekly service schedules provided by YouthWorks. Coordinate logistics, including assigning volunteers to service sites and executing back-up plans when needed. Travel to service sites to serve alongside youth, Adult Leaders and community contacts. Help teenagers see the impact of their service as they are taken out of their comfort zones and see Jesus in new ways.

### **Qualifications/Experience**

The following is a general description of the knowledge, skills and abilities required for the position of YouthWorks Community Service Coordinator. An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **YouthWorks Summer Staff Duties & Responsibilities**

While you have been hired specifically as a Community Service Coordinator, you are also being hired as a YouthWorks staff team member, which includes the following duties and responsibilities:

1. Attend all-staff RAMP training at the beginning of your summer employment and Exit RAMP at the end of the summer.
2. Be responsible for carrying out the YouthWorks Purpose, Vision and Values at your site.
3. Be a committed follower of Jesus Christ, pursuing daily personal growth in your relationship with Christ. Conduct your personal and professional life, with God's help, in a manner consistent with your biblical commitment to Christ.
4. Be a spiritual, inspirational and motivational leader for the mission site as a whole. Daily participate in upfront, large group programming through sharing your faith story and facilitating Christ-centered thematic content.
5. Challenge, engage and walk alongside youth as you encourage them towards deeper relationships with each other, the community and Jesus. Contribute to a youth-friendly environment through large group communication, conversations during down time, group facilitation and a fun on-site atmosphere.
6. Value, nurture and respect community relationships as you help participants understand and connect with the community.
7. Build relationships with, empower and equip Adult Leaders in their leadership.
8. Provide clear and engaging upfront communication through giving orientations, explaining instructions and facilitating debriefing times.
9. Drive the schedule throughout the entire day, making sure groups are aware of what's next, answering questions, resolving issues and accommodating requests whenever possible.
10. Strive to maintain effective interpersonal communication on site. This includes:
  - a. Having a weekly check-in with the Site Director.
  - b. Being a participatory member of your site team regarding communication.
  - c. Being committed to dealing with conflict in a timely manner when it arises.
11. Work with your site team to keep the week servant-oriented and Christ-centered. Each site coordinator will be responsible for daily additional tasks to help the site run smoothly, including, but not limited to:
  - a. Setting up the site the first week after RAMP prior to participants' arrival.
  - b. Leading adult and youth participants in daily meal preparation, serving and cleanup.
  - c. Coordinating housing site daily cleaning tasks.
  - d. Shopping for supplies and food items
  - e. Managing one of the following weekly: inventory of food on site, vehicle maintenance checks or supply inventory and distribution.
12. Maintain an attitude of stewardship throughout all YW activities, making wise spending decisions and being conscious of the Community Service Coordinator budget and the overall site budget.
13. Ensure a safe environment for participants by making wise decisions, adhering to YouthWorks policies concerning safety and making sure guidelines are being followed on the mission site.
14. Summer staff positions can be strenuous and physically demanding due to a variety of duties for each role. The ability to walk, stand and be physically active for extended periods (in excess of 40 hours per week) is required.
15. During the duration of the summer, staff will be away from their normal support network, physicians, pharmacies and may not be able to maintain their typical self-care routines. Staff must be able to perform their duties in the midst of potential mental and emotional strain.

### **Community Service Coordinator Specific Duties**

1. Connect and build relationships with service partners and community contacts.
  - a. Know and understand the goal and vision of each partnership.

- b. Understand how YouthWorks can best support and serve the partnership.
    - c. Create orientation information for each service partner to help participants know and understand the goal and vision of each partnership.
  2. Compile and communicate service partner information for your site. This includes information about the organization and addresses for the housing site, service sites and emergency facilities.
  3. Visit each service site on an ongoing basis to make sure volunteer opportunities are in line with the YouthWorks Purpose, Vision and Values.
    - a. Provide daily leadership and presence at service sites. Travel between locations, ensuring that groups have all they need and know what to do.
    - b. Support service partners in fostering relational service and making sure meaningful work is available.
    - c. Problem-solve any issues that arise at service sites.
    - d. Cast vision for participants, helping them understand the importance behind the work they are doing.
    - e. Spend time working alongside participants as much as possible.
  4. Maintain and facilitate service partnership schedule with 6-12 service sites on a weekly basis.
  5. Provide additional programmatic support at service sites that lack a volunteer coordinator or may not be very relational.
  6. Connect with and serve service partners, make sure they are satisfied with our service and continue to seek ways in which we can improve our partnership with them.
  7. Collect and pass along all necessary forms and paperwork required by Service Partners. Complete YW paperwork in the event of a project that permanently alters a space (e.g. painting).
  8. Plan back up service sites and/or activities in the event of unforeseen circumstances such as inclement weather or scheduling conflicts. This may include networking and establishing new community partnerships.
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#### **Instrument Players/Vocal Worship Leaders**

1. Be familiar with the sample set list located on the Training Website.
2. Learn licensed songs on the Training Website.
3. Be prepared to lead worship each night.
  - a. Choose music for each night with the Ministry Support Coordinator to create a set list.
  - b. Communicate set list with entire site team.
  - c. Be prepared to teach new songs when appropriate.
4. Work with the Site Director to connect with participants and Adult Leaders to find out what songs each group is familiar with so you can prepare accordingly.



# TYPICAL DAILY SCHEDULE

*This schedule is an example of what you might expect on a YouthWorks site. Because every community is different, the schedule may vary at some sites and on certain days.*

## SUNDAY

### SUNDAY AFTERNOON: PREP

#### 4:30–6 PM GROUPS ARRIVE

Staff will do final preparations and begin making dinner during the afternoon. As groups arrive, staff will help participants move in and get settled, while the Site Director will confirm paperwork with Trip Leaders.

### 6–11 PM SUNDAY EVENING

Once all groups have arrived, staff will serve dinner. After cleaning up the meal, both Adult Leaders and students will have separate orientations, led by summer staff, where they will learn more about what to expect during the week. Staff will then facilitate a large group time called The Gathering. After this, staff will have their own meeting and continue to prepare for the next day while churches meet individually in Church Group Time. Finally, staff will assist groups as they prepare for lights out.

## MONDAY THROUGH THURSDAY

### 6:30–8:15 AM MEAL PREPARATION & CLEANUP

Staff will lead crews in the preparation, serving and cleanup of meals. During breakfast, students will also put together bag lunches to take with them to their service sites. Staff and assigned crews will arrive at least 30 minutes early to prepare breakfast & lunch. Other staff are assigned to make sure participants will be on time for breakfast, and they also will lead building clean-up.

### 8:15–8:45 AM MORNING DEVOTIONS

Every morning, students will have time to connect with God and process the week. Staff will set this time up each morning with a brief introduction and will participate in their own personal devotions alongside students.

### 8:45 AM – 3 PM MINISTRY DAY

The ministry day starts with a brief circle-up time and thorough orientations, led by summer staff. These orientations will help students and adults better understand how they will be serving the community each day. Then, crews of youth and leaders will depart for ministry sites. Staff will facilitate and join in the ministry day, with specifics depending on their hired role.

### 3:30–5:30 PM SHOWERS / FREE TIME / DINNER PREP ADULT LEADER MEETING (These times may vary by site.)

After the service day, groups will have the rest of the afternoon to shower and unwind. Staff will still be present during free time, and some staff will begin dinner prep, along with an assigned crew. Site Directors will lead daily meetings with Adult Leaders. This time allows the Site Director to hear how things are going and communicate what happens next. It's also a great time of processing and sharing. (At some sites, this meeting time may occur before or during breakfast instead of the afternoon).

### 5:30–6:30 PM DINNER

A crew of students will help prepare and serve dinner each night, and a different crew will help clean up. Staff will facilitate this entire process, similar to breakfast.

### 6:30–8:30 PM \*EVENING ACTIVITY & SNACK

Evening Activities will help students interact with the community through cultural, educational and fun activities that will engage the whole group. While the MSC facilitates this time, the staff team will support in various ways. Staff will also provide a snack for groups during this time.

### 8:30–9:30 PM THE GATHERING

The staff will host a large group time of processing the day, worship and reflection. Along with morning devotions, The Gathering will further develop the week's theme, with the purpose of connecting students' mission trip experience with God and with life back home. Staff facilitate the entire upfront event, including a time for sharing from their personal faith story.

### 9:30–11:00 PM CHURCH GROUP TIME, STAFF MEETING & LIGHTS OUT

After The Gathering, each church group will get together in their own space to process the day and discuss the day's theme. YouthWorks considers this the most important programmatic aspect of the day. While groups are meeting, the staff will also meet and prep for the next day. Finally, staff finish the day with some building tasks and making sure lights are out.

*\*Some sites include one option night during the week, where scheduled events end around 7 p.m. and church groups can choose between additional free time or options in the community provided by YouthWorks staff.*

## FRIDAY & WEEKEND

Although Friday departure varies by site, groups will typically pull away between 8 and 9 a.m. Before departure, staff will lead groups as they load their vehicles, help clean the housing site, eat breakfast and have a short send-off time to close out their week. Once groups have left, staff will read feedback and evaluate the week, finish up paperwork, go shopping for the next week and prepare for the upcoming groups. Friday is generally a full workday, with staff typically finishing late Friday afternoon or early evening. While teams usually have the majority of the weekend off, some tasks may need to be completed on Saturdays or Sundays.