



Job Description

Discipleship and Activities Coordinator

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

SUMMARY/OBJECTIVE

The Discipleship and Activities Coordinator will be responsible for the planning and execution of year-round activities for residents and day students, coordinating with church groups and other volunteers that desire to lead or sponsor activities. They will coordinate and lead these activities along with the appropriate staff members in support.

REPORTS TO

Director, Therapeutic Programs

JOB CLASSIFICATION

Exempt

DEPARTMENT

Program Services

SUPERVISES

None

ESSENTIAL FUNCTIONS

- Exemplifies a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Standard of Conduct, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village
- Committed to Bethel's Code of Conduct and Employee Covenant
- Coordinates recreational activities for residents and day students, including arts and crafts, sporting activities, and field trips
- Coordinates annual parties for residents and day students.
 - Fall Party, Back to School Bash, summer parties, etc.
- Seeks opportunities to engage interns.
- Responsible for clear, timely and concise communication to all parties, internal and external, regarding schedules, responsibilities, expectations
- Responsible for planning and implementation of Summer Recreation Programs and supervising Summer Recreation Intern(s)
- *Discipleship Responsibilities*
 - Finds and coordinates mentors, bible study leaders. etc. that support and embody the vision of Bethel Bible Village, leading residents, and day students toward salvation in Jesus Christ and growing residents in their faith.
 - Develops spiritual "game plan" for Bethel residents and day students.

- Liaison for church groups on campus
- *Church Relationships*
 - Develops relationships with churches (physical, spiritual, financial) and helps them plug into ways to serve residents and day students that support the mission and vision of BBV.
- *Athletics*
 - Partners with BCA staff to:
 - Assist in coaching and mentorship.
 - Ensure maintenance of all recreational/activity equipment
 - Develop athletic team prospects and plans for competitive conference play.
- *Safety*
 - Awareness and practice of safety measures on the job, including driving if applicable.
 - Looks for creative ways to improve safety on campus.
- *Miscellaneous*
 - Participates in programs to enrich the spiritual development of Bethel staff.
 - Attends all conferences, team meetings, and trainings as directed by the President/CEO
 - Participates in all fundraising events and activities.

MINIMUM REQUIREMENTS

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Education/Experience: Bachelor’s degree required, preferably in the recreation/activities field. First Aid/CPR training (provided).

Specific skills/Experience: Possesses outstanding communication skills (written and oral). Should have excellent organizational skills, teachable spirit, and a cooperative, pleasant attitude. Preferred experience leading recreational events and activities for children and adolescents who have experienced trauma and may have some behavioral and emotional challenges. Ability to set up and participate in activities that may include squatting, bending, or lifting.

Specialized Knowledge, Licenses, etc.: Knowledge of Microsoft Office; CPR certification; Basic first aid

PHYSICAL REQUIREMENTS

This job operates in a professional office environment using standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Stand; walk; sit; use hands; reach with hands and arms; balance; talk or hear.
- Be able to carry, pull, push, and lift equipment necessary for activities.
- Be able to lift up to 25 pounds at times.
- Be able to walk and stand for prolonged periods of time.

OTHER DUTIES

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee’s understanding of the position’s requirements, essential functions, and duties.

Employee: _____

Date: _____