
SITE COORDINATOR

Position Assignment

Title: Site Coordinator

Organizational Unit: Faith & Work and Faith & Finances

Recruited by: Director of Faith & Work and Faith & Finances

Approved by: Vice President of Community Ministries

Working Relationships

Reports to: Director of Faith & Work and Faith & Finances

Staff Team: Director of Faith & Work and Faith & Finances, Faith & Finances Facilitator, Faith & Work and Faith & Finances – Administrative Assistant, and all STCH Ministries staff

Basic Functions

The Faith & Work and Faith & Finances Site Coordinator plays a front-line role in serving individuals in need through the Faith & Work and Faith & Finances programs of South Texas Children's Home (STCH Ministries). The Site Coordinator recruits, trains, and leads all volunteers and personnel in the Faith & Work and Faith & Finances programs. The Site Coordinator works with the Director of Faith & Work and Faith & Finances, volunteers, and STCH Ministries staff to foster social, personal, and spiritual growth for individuals through training that will increase their opportunities to achieve employment and provide for themselves and their families.

Basic Responsibilities

1. To meet and maintain STCH Ministries Faith & Work and Faith & Finances standards and goals as outlined by the Director of Faith & Work and Faith & Finances and the Vice President of Family and International Ministries.
2. To teach Faith & Work and Faith & Finances classes. Serve as a certified lead trainer and active facilitator completing all training and certifications as required, and renewing applications and registrations as required.
3. To work with the Director to execute the regional ministry plan that is consistent with the mission, vision, and values of STCH Ministries.
4. To serve as a Christian minister of reconciliation to each client. By encouraging clients to seek a relationship with Christ as a source of healing and direction for their lives.
5. To collaborate with the Administrative Assistant, which includes maintaining data, certifications, classes, budgets, and other required reports.

Position Description

STCH Ministries



6. To work with the Director to recruit and help determine roles of each volunteer, delegate responsibilities, and offer training to achieve an efficient distribution of duties and a well-functioning ministry.
7. To conduct evaluations that capture success measurement outcomes (such as testimonies, break throughs, savings, promotions, debt cancellation, etc.) while keeping financial and other records, and make reports as requested.
8. To assist the Director of Faith & Work and Faith & Finances by helping to anticipate expenses and operating the ministry in accordance with the budget approved by the STCH Ministries Board of Directors.
9. To speak on behalf of STCH Ministries Faith & Work and Faith & Finances programs, in the community, on average of once a month.
10. To regularly engage in activities that will cultivate relationships with churches, businesses, and organizations to raise awareness of STCH Ministries Faith & Work and Faith & Finances resources and needs.
11. To establish and maintain constructive and cooperative interpersonal relationships with STCH Ministries staff and volunteers.
12. To collaborate with all other STCH Ministries programs to enhance program impact.
13. To perform all other duties as assigned.

**A standard 40-hour work week is normal; however, flexible hours and overtime may occur.

I, the employee, have read, understand, and agree with the position description for Site Coordinator.

Employee Signature

Date

Employee Supervisor Signature

Date