

# **Program Coordinator**

**Reports to:** Associate Director

**Objective:** The Program Coordinator is responsible for supporting all activities in the Valley Community Center (VCC). This includes facility set up, program preparation, greeting and interacting with program participants, and creating a positive environment for program delivery and relationship building.

## **Responsibilities and Duties:**

This position will be the primary contact for VCC programs and activities. As such, this person becomes the “first impression” for the VCC and represents the staff and values of the VCC to our guests.

Duties may include but are not limited to:

- Opening and closing the building
- Setting up for programs, events, daily activities
- Facilitating groups/activities as needed
- Light cleaning and minor maintenance in facility as needed
- Answering questions from guests

**Compensation:** Full-time, 45- 50 hours per week, annual salary (commensurate with experience) Exempt status. Benefits include group health insurance, paid vacations, etc. Refer to Personnel Policies for details.

## **Personal Requirements:**

- Personal commitment to Christ, ongoing vibrant daily walk in Christ
- A wholehearted commitment to Valley Church
- An agreement with and enthusiasm toward our vision and core values
- Strong communication abilities
- A positive influence in the church and community
- A spirit of unity with the staff and leadership
- Positive relationships with current elders, deacons, deaconess, pastors and leadership staff
- A track record of active ministry involvement
- A track record of leading others in a positive way
- Good conflict resolution skills
- In agreement with traditional\* and long-held Valley Church views on theological issues
- An awareness of his/her own personality (strengths and weaknesses)
- Willingness and spiritual maturity sufficient to respond to the emotional and spiritual needs of VCC guests

\* See attachment #1.

## **Attachment #1**

Further definition of the “traditional Valley Church views on theological issues.”

- We believe in the full divine inspiration and inerrancy of the Bible.
- We believe in one God eternally existing as the Trinity
- We believe in the deity of Christ, the substitutionary atonement of Christ, his bodily resurrection, and his physical return in glory
- We believe in salvation only through repentance and faith in Christ
- We believe in the necessity of a spiritual rebirth to experience eternal life
- We believe that every person is created in the image of God, and that because of sin, stands in need of the forgiveness and redemption freely offered in the gospel of Christ
- We believe that the only sexual relationship affirmed by the Bible is between one man and one woman in a loving marriage
- We believe that all believers in Christ are indwelt and empowered by the Holy Spirit for godly living
- We believe that the two greatest commands are to love God with all our heart, mind, soul, and strength, and to love our neighbors as ourselves

We believe that every believer is called to obedience to Christ’s commission, and that we are to make disciples among all people, always bearing witness to the gospel in word and deed.