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## **HOMES FOR CHILDREN – STUDENT MINISTRIES COORDINATOR**

### **Position Assignment**

**Title:** Homes for Children – Student Ministries Coordinator  
**Organizational Unit:** Homes for Children  
**Recruited by:** Boothe Campus Director  
**Approved by:** Vice President of Campus Ministries

### **Working Relationships**

**Reports to:** Boothe Campus Director  
**Staff Team:** Works closely with all Homes for Children staff

### **Basic Functions**

The Student Ministries Coordinator plays an important role in the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). Coordinates the activities and recreational programs for Homes for Children - Boothe Campus with an emphasis on the spiritual growth and development of each child. Also acts as liaison with off campus groups for activities on and off campus with Boothe students and staff.

### **Basic Responsibilities**

1. To encourage a relationship with Christ and develop spiritual growth with each child.
2. To be responsible for scheduling the Boothe Campus Chapel Services.
3. To develop and supervise student recreational and Christian spiritual growth activities on and off campus.
4. To publish a monthly activities schedule.
5. To coordinate visits of off-campus groups who come to STCH Ministries to do ministry work and other activities on campus.
6. To review and approve the Vocational Training program applications and coordinate the program with the Director of Maintenance who will be responsible for work assignments and supervision of the workers.
7. To recruit and supervise Summer Activities Workers and summer activities program.
8. To supervise Patterson Student Center, Hamby Activities Building, Swimming Pool, and schedule assignment of lifeguards.
9. To organize schedule of summer camps and mission trips.

## Position Description

### STCH Ministries



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10. To oversee the Texas Hunter Education Instruction on Boothe Campus.
  11. To assist the Sponsor Director and Boothe Campus Director with the annual Blanco Baptist Association Christmas Party and other holiday parties and activities.
  12. To assist the Vice President in the budget process helping to anticipate expenses and operate the Homes for Children program in accordance with the budget approved by the STCH Ministries Board of Directors.
  13. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Student Ministries Coordinator.

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Employee Signature

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Date

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Employee Supervisor Signature

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Date