
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 Family and International 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 volunteer personal 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. To complete all training and certifications as required, renewing applications and registrations as required.
3. To work with the Director to develop and implement a ministry plan that is consistent with the mission, vision, and values of STCH Ministries and encourages clients to seek a relationship with Christ as a source of healing and direction for their lives through the Faith & Work and Faith & Finances curriculums.
4. To serve as a Christian minister of reconciliation to each client.

Position Description

South Texas Children's Home Ministries



5. 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.
6. To conduct evaluations of success measurement outcomes, keep financial and other records, and make reports as requested.
7. To assist the Director of Faith & Work and Faith & Finances in the budget process helping to anticipate expenses and operating the ministry in accordance with the budget approved by the STCH Ministries Board of Directors.
8. To speak on behalf of STCH Ministries, including the Faith & Work and Faith & Finances programs, in the community on a minimum of a monthly basis.
9. To engage in activities that will cultivate relationships with churches, businesses, and organizations on a weekly basis to raise awareness of STCH Ministries Faith & Work and Faith & Finances resources and needs.
10. To establish and maintain constructive and cooperative interpersonal relationships with STCH Ministries staff and volunteers.
11. To confer with the Director of Faith & Work and Faith & Finances and other STCH Ministries leadership as requested to analyze and provide appropriate services for difficult and critical cases.
12. To collaborate with all other STCH Ministries programs to enhance program impact.
13. To perform all other duties as assigned.

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

Employee Signature

Date

Employee Supervisor Signature

Date