



Position Title:	ACTS Coordinator
Hours/week:	20 (part-time)
Reports To:	ACTS Director and Campus Pastor
Classification:	hourly/non-exempt
Pay Range:	\$20.00 - \$24.00 per hour, depending on experience
Benefits:	eligible to participate in 403(b); paid sick time

The ACTS Coordinator is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. S/he will fulfill the following responsibilities in a way that reflects and advances Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

- A. Campus Specific
 1. Manages inventory and promotion of donations for the Feeding Families program at the home campus
 2. Recruits, trains and manages Ministry Partners (MPs) for the Feeding Families program at the home campus
 3. Builds and sustains a strong network of MPs to support School Partnership initiatives
 4. Participates in campus meetings as directed by the Campus Pastor
 5. Meets monthly with the Campus Pastor to review upcoming events, initiatives and campus needs
 6. Attends Woodmen Welcome events each month to introduce new members to the ACTS Ministry
 7. Fosters collaborative relationships with other home campus ministries (Kids, Students, Connect, etc.) to develop and execute joint initiatives
- B. Central ACTS
 1. Cultivates and maintains partnerships with local schools, community organizations and nonprofits to serve families in need
 2. Actively engages in Woodmen-wide ACTS initiatives, including Gift of Love, Thanksgiving Baskets, SALT Events, CityServe Weekends and other outreach efforts
 3. Utilizes Woodmen's established tools and systems to effectively plan, communicate and execute ACTS events
 4. Promotes ACTS opportunities and events through consistent communication channels, including the campus Facebook page and ROCK database system
 5. Supports and coordinates the use of the ACTS Grill, assisting the ACTS Director with planning and logistics for Grill events
 6. Provides administrative and operational support to the ACTS Director, including event planning, shopping, communications and other ministry tasks
 7. Participates in weekly ACTS team meetings
 8. Works additional hours as needed during key ministry seasons such as Thanksgiving Baskets and Gift of Love
- C. Collaboration with other ministries
 1. Partners with Kids Hope USA Director on shared events and outreach activities
 2. Collaborates with the Technology Department and CommArts teams on joint projects and communications
- D. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance

2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Strong organizational skills and attention to detail, with the ability to work independently and manage multiple priorities
4. Excellent written and verbal communication skills
5. Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and common office equipment
6. A healthy family life consistent with biblical principles:
 - a. If married: a believing and supportive spouse actively engaged at Woodmen
 - b. If single: evidence of high moral and biblical standards in all relationships
7. Availability to attend weekend services and occasional evening events as an ACTS representative
8. Stamina to maintain a busy, people-oriented schedule and effectively engage with volunteers
9. Physical ability to stand, walk, and lift light to medium loads as part of regular ministry duties
10. Reliable transportation for commuting between a variety of locations