

Position Description
Underground - Greenhouse Attendant
Time Commitment: 1 event monthly

UNDERGROUND

Section A - Why, What, How

The heart and soul of U-Turn Ministries is to inspire youth to believe (in Jesus Christ & their identity in Him), equip youth to succeed (at life & ministry) and influence youth to respond to the need (a lost & hurting world)!

How you and your position contribute to the “Heart and Soul!”

The Underground Greenhouse Attendants are the individuals that connect young people to the overall plan, purpose and greater vision of The Underground. You will be responsible for making valuable connections, the dispersment of resources/correspondence; you will provide direction for extracurricular ministries and compile/file student information. You are essentially the person who knows the most about the options youth have for next steps. Some examples of our next steps are a discipleship stream, small group or a local church assembly! Whatever the need The Underground has put you in a position to inform, direct and connect. You and your position are vitally important as it relates to what The Underground seeks to accomplish in the long run.

Section B - Responsibilities

B1. Pre Event Responsibilities

- Arrive at your scheduled event at least a half hour prior to start up
- When time permits and whenever possible assist with the pre – event set up of The Greenhouse
- Perform the Greenhouse Pre Event Check list
- Ensure that you fully understand the proper dispersment of services and correspondence
- Familiarize yourself with ministry up – coming events along with any pertinent information that could be of assistance to inquiring students

B2. Event Responsibilities

- Be a resource for students wanting to utilize/purchase Greenhouse services and products
- Maintain accurate and up to date information that pertains to financial transactions, the dispersment of services, follow – up, sign -up sheets, registration forms, permission forms etc.
- When the opportunity presents itself throughout the night we encourage you to mix and mingle for relationship building and to also inform students of Greenhouse services.
- Help to ensure that The Greenhouse is occupied by a competent, informed individual at all times throughout The Underground event

B3. Post Event Responsibilities

- Fill out the Event Wrap Up Form
- File any information or correspondence
- Assist with tear down if possible

C. Qualifications and Attributes

- Must 18 years or older
- Extroverted personality (basically an individual who is able to connect and engage students)
- Organization skills
- Attention to detail