

Position Description
The Underground – Greenhouse Coordinator
Time Commitment: 2 Events Monthly

UNDERGROUND

Section A – Why, What, How

Why we are doing ... what we are doing;

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 Coordinators are the individuals that connect young people to the overall plan, purpose and greater vision of The Underground. You will be responsible for the dispersment of valuable 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 the next step. That next step could be discipleship, small group or a local church assembly! Whatever the need The Underground has put you in a position to 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
- Execute 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 the focal coordinator/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.
- Ensure that The Greenhouse is occupied by a competent, informed individual at all time throughout The Underground event

B3. Post Program Responsibilities

- Fill out the Event Wrap Up Form
- File any information or correspondence

Assist with The Greenhouse tear down

C. Qualifications and Attributes

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

Just to make it abundantly clear ...we need you to be ON The ball