

**The Well, a United Methodist Church  
Admin and Program Coordinator,  
Children, Youth and Family**

Reports to: The Director

**JOB SUMMARY**

The Well Admin and Program Coordinator serves under the direct supervision of the Director of Children, Youth & Family Ministry, to provide program coordination and support for the Children, Youth and Family areas of ministry. This is a part-time program position.

**SPIRITUAL REQUIREMENTS**

- Profess Jesus Christ as Lord and Savior
- Active membership and good standing with a local church
- Full engagement in active Christian lifestyle and discipline
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of Christian leadership, including positivity, professionalism and confidentiality

**RESPONSIBILITIES**

- Provide program and administrative support for Children, Youth and Family Ministries.
- In partnership with the director, lead and implement programs for Children, Youth and Family Ministries.
- Build and maintain relationships with families.
- Supervise programming in areas needing support on Wednesday nights and Sunday mornings (possible running of programming, troubleshooting, supervising volunteers, giving assistance as needed).
- Serve as ministry program host.
- Coordinate volunteers and schedules, working in conjunction with the director.
- Coordinate key components of the planning and implementation of programs in this ministry area.

**QUALIFICATIONS**

- Be a leader for, in full alignment with, and support the purpose and core values of The Well.
- Have a solid understanding of different aspects of programming in this area of ministry. Church ministry work desirable.
- Have strong communication, computer and organizational skills.
- Be proficient in the use of standard office tools (computer, internet, copy machine, fax machine, etc.)
- Demonstrate a high level of trust. Conscious of the need for confidentiality.
- Exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Exercise discernment and wise judgment.
- Self-starter, good at multitasking and prioritizing projects.
- Possess the ability to work independently without supervision.
- Available to work on Sunday mornings and Wednesday nights.

**HOURS, COMPENSATION AND BENEFITS**

- Part-Time, non-exempt: 20 hours/week
- Compensation: \$16,000 - \$18,000, dependent on qualifications and experience
- This position is not eligible for health benefits

**Application Information**

Position open until filled, with hopes of position being filled by January 1, 2019.

**Send letter of interest and resume to:**

The Well, a UMC

Attn: C. O'Neill

P.O. Box 22, 14770 Canada Ave. W.

Rosemount, MN 55068

**Email letter of interest and resume to:**

[offices@thewellmn.church](mailto:offices@thewellmn.church)