



## **JOB DESCRIPTION**

**Position Title:** Porch Women's Coordinator

**Ministry Department:** Adult Ministry

**Reports To:** Porch Coordinator

**Status:** Part Time, 10-15 hours per week, Non-exempt

**Revised:** April 2022

### **Primary Purpose**

The Porch Live Boise women's coordinator will provide leadership and support for the female leaders at the Porch, as well as assisting the Porch Live Coordinator with The Porch on Tuesdays, hosting and planning special events, and help provide leadership to the ~~Young Adults~~ ministry.

### **Position requirements**

- Experience working or serving in ministry
- Ability to communicate clearly and concisely, both orally and in writing
- Strong ability to develop, lead, and motivate volunteer leader teams
- MS Office proficiency, Mac, ProPresenter, basic computer skills.
- Excellent written and communication skills.
- Ability to be teachable, seeking out coaching and learning for growth and development
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible

### **Position Responsibilities**

- Train and develop volunteer leaders, assisting with Roundabout training bi-monthly.
- Communicate with volunteer leaders on a weekly basis.
- Follow-up weekly with female attenders and female volunteer leaders as needed.
- Assist in scheduling volunteers in Church Community Builder (CCB) for welcome mat, curbside, landscape, and any future volunteer leader teams
- Help contribute to volunteer leader huddle
- Assist with delivering weekly announcements
- Plan weekly icebreakers and activities to engage new attenders
- Supervise and plan social media communication
- Meet bi-weekly with a Porchie or a group of Porchies for one-on-one discipleship
- Participate in monthly "Porch Live Lunch and Learn" call with The Porch team

## **Personal and Spiritual Requirements**

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him
- Models a strong relationship with his or her spouse (if married) and children (if applicable)
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
  - Upholding Rockharbor's Core Values and mission
  - Regular attendance at Rockharbor Church services
  - Regular participation in a Community Group
  - Partnership through tithing and serving
  - Abstaining from smoking, vaping and illegal substances
  - Models discretion and positivity in use of Social Media
  - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!