

# **Fishing for Life Job Description**

Updated February 2024

## **Job Title: Program Coordinator**

## **Reports To: Chief Operating Officer/Integrator**

### **1. Job Summary:**

The Program Coordinator is responsible for developing, coordinating, recruiting, and delivering all programs, and retreats offered through Fishing For Life Reel Hope program. The incumbent develops plans in consultation with the Fishing For Life Director of Marketing and Communication and the COO to market all programs offered on a year-round basis. The Program Coordinator also ensures the highest quality in programs for all activities and communications. The Program Coordinator is responsible for recruiting, hiring, supervising, and developing team members and volunteers, implementing positive progressive programming and ministry. This position ensures a safe environment where facilities and equipment are maintained.

### **2. Essential Functions:**

- Develops and implements marketing and promotion plan recruiting for fall, winter, spring, and summer programs.
- Provide supervision, management, and accountability in programs.
- Ensures high quality programs and equipment.
- Knowledgeable with budget, grants, and manages all programs to meet annual budget and enrollment goals.
- Assists with the operation of Fishing For Life in other duties as assigned by COO/CEO.
- Directs progressive programs and ministry while developing new leaders.
- Recruit, hire, train, and supervise staff and volunteers.
- Coordinate marketing efforts for recruitment, and retention of program participants.
- Participate and supervise accurate and comprehensive records and files, including participant evaluations.

- Develops systems for on-going evaluation and review of programs, involving staff, group leaders, and participants. Provide COO with operational needs and challenges.
- Maintains accurate statistical records and necessary reports presenting data on a monthly basis.
- Secures locations for programs (Reel Hope) completes all grant requirements, payments, organizes volunteers, youth and all events, publications, and trainings related to grant.

### Reel Hope

- Budget planning: works with COO to establish fees and works within the allotted budget.
- Trains, oversees, and disciplines youth and volunteers.
- Conducts at least two (2) training sessions for Reel Hope volunteers.
- Purchase program necessities.
- Plans, coordinates all Reel Hope activities.
- Personally attends all Reel Hope events.
- Prepares a Reel Hope orientation template, to be presented to the youth at the beginning of each event.
- Creates itineraries and communicates information to community partners.
- Arranges transportation as needed.
- Coordinates Christian education to be used easily by leaders.
- Works with FFL team to create and develop programs and events.
- Responsible for promotional material.
- Recruitment of participants.
- Point of contact for families.
- Handles disciplinary actions.
- Provides personal guidance to youth, leads by example, provides leadership, and compassion.
- Leads the introduction to the love of Jesus Christ through various activities, devotions, and Bible Studies.
- Provides a positive Christian influence for youth and is alert to spiritual needs of youth and supervising them during all activities.
- Is alert to the health and safety needs of all youth and volunteers.
- Is responsible for the stewardship of FFL's equipment.
- Works to develop positive relationships at mobile sites for future program locations.

### **3. Organizational Relationship:**

This position reports to the Chief Operating Officer/Integrator who reports to the Chief Executive Officer/Visionary. The incumbent interacts regularly with

all staff, program participants, and volunteers. The Program Coordinator is responsible for supervising the program youth and volunteers. Program Coordinator works very closely with the Registrar and COO in planning and implementing programs. This position represents Fishing For Life to the local community as he/she relates the program and mission of Fishing For Life to a variety of potential participants, staff, and volunteers.

#### **4. Qualifications:**

Required:

- Minimum of one (1) year of supervisory experience.
- Relevant previous experience in developing, implementing, administering ministry programs.
- Ability to demonstrate considerable skill and experience in program leadership and management.
- Demonstrated skills in group process, and the ability to recruit, train, and supervise volunteers. Demonstrated skills in organizational management, program development, and financial management.
- Understands and is able to develop and implement new ministry curriculum as needed.
- Demonstrated skills in customer service, large and small group communications, leadership. And group work with children, teens, and adults.
- Proficiency with computers is necessary to perform the duties of the job.
- Must have a personal philosophy compatible with the purpose and mission of Fishing For Life.

Preferred:

- Bachelor's Degree

#### **5. Competencies:**

- |                           |                        |
|---------------------------|------------------------|
| ▪ Values/Ethics/Integrity | ▪ Decision Making      |
| ▪ Community               | ▪ Innovation           |
| ▪ Volunteerism            | ▪ Project Management   |
| ▪ Philanthropy            | ▪ Finance              |
| ▪ Inclusion               | ▪ Quality Results      |
| ▪ Relationships           | ▪ Self-Development     |
| ▪ Influence               | ▪ Change Capacity      |
| ▪ Communication           | ▪ Emotional Maturity   |
| ▪ Developing Others       | ▪ Functional Expertise |

## **6. Personal and Spiritual Characteristics**

- Will exhibit good judgment.
- Will honor the role of other FFL staff and affiliates.
- Will be mindful of personal/professional boundaries in the workplace.
- Will exhibit a positive attitude towards others.
- Will display humility in all circumstances.
- Will maintain a personal relationship with Jesus Christ.

## **7. Code of Conduct**

- I will seek in all ways to be Christ like in my attitude and conduct, maintaining and proclaiming Biblical values and standards.
- I will seek mutual accountability and spiritual friendships.
- I will devote time to seeking the will of God through the study of scriptures and prayer.
- I will consider my employment a ministry to introduce people to Christ.
- I will never violate a confidence given to me or speak uncharitably of anyone.
- I will provide punctual, high-quality services and products.
- I shall conduct business with patience, integrity, and humility, in a manner consistent with Biblical Principles.
- I will seek to resolve conflicts through a Biblically based reconciliation approach.
- I will abstain from drinking alcohol at FFL events, while using FFL property, or anytime when acting as a host for FFL, whether on FFL property or not.

## **8. Work Conditions:**

- May be required to travel locally and regionally for meetings and special events.
- Must be able to work on a computer and via phone for extended periods of time.

## **9. Additional Notes:**

This job description represents the major functions of the position but is not intended to be all-inclusive. The incumbent is also responsible for taking direction from the Chief Executive Officer/Visionary or their representatives in completing projects or performing duties deemed necessary for FFL's success.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

