



## **Believers Temple Word Fellowship Church Position Description**

<b>Division</b>	Ministry of Helps
<b>Position Title</b>	<b>Director/Assistant, New Generation Seniors Ministry (Volunteer Position)</b>

### **Position Summary**

Under the general direction of the Ministry of Helps Administrator and Assistant Administrator, the Director is responsible for partnering with the assigned MOH facilitator to ensure that the ministry operates efficiently and effectively; and promotes the overall vision, mission and values of Believers Temple Word Fellowship Church. The director (NGSM) is responsible for providing leadership oversight and program direction for all ministry activities and initiatives. This position will be responsible for administering program's and services that support healthy living (both physically and Spiritually) for Seniors 55 years of age and older. This position may also partner with other ministry of helps units in developing and presenting additional programs and services.

### **Essential Duties and Responsibilities**

1. Schedules activities and ministry program initiatives to support and promote spiritual growth and healthy living for seniors 55 years of age and older.
2. Develops and implements an effective policy and procedure(s) manual for both internal and external audiences.
3. Trains, coaches, and supports bookstore staff. Ensures volunteers are shown appreciation and are treated fairly.
4. Reviews ministry activities for efficiency and effectiveness, and makes recommendations for changes when needed.
5. Ensure appropriate protocol is followed in resolving conflict.
6. Prepares annual calendar of ministry activities.
7. Performs other ministry duties as needed.

### **Knowledge, Skills and Abilities**

- Ability to plan and implement short-and long-range goals.

- Ability to communicate effectively both verbally and in writing.
- Ability to develop and implement policy and procedural guidelines.
- Ability to anticipate and resolve scheduling and staffing problems.
- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Working knowledge of and access to the Internet and email applications
- Excellent communication and organizational skills