

Position: Monday Meets Coordinator

Reports to: Program Director

Classification: Up to 6 hours a week / Must be available on Mondays from 3-9p throughout programming year only

Pay Range: Starting at \$18.00/hour

Job Description and Expectations:

This person will be responsible for coordinating, overseeing, and leading operations for programming specific to Monday Meets. The ideal candidate will have a passion for ministry with single mothers and their children. This person will also love Jesus Christ and His Church. This person will demonstrate flexibility, leadership skills, and teamwork.

Duties and Responsibilities

- Coordinate Monday Night Meets including setup and tear down, organize and take inventory of supplies, work closely with Volunteer Coordinator to ensure appropriate coverage for evening needs and assign staff where needed to support
- May include pick up and delivery of items required for Monday Meets
- Effectively delegate tasks as needed to operate
- Provide a culture of hospitality by creating a welcoming environment
- Print/prepare handouts as needed for Monday Meets
- Support Life Skills classes on Monday evenings as designated by Program Director
- Attend and participate in Staff Meetings
- Meet and Communicate with Program Director as needed
- Supervise Monday Meet Assistants
- other duties as assigned

Job Requirements

- Experience in Communication, Social Work, Ministry is a plus
- Candidate must have personal transportation and valid drivers license to use as needed for tasks
- Must be available Mondays 3pm-9pm
- Maintain strict confidentiality concerning all participants of Hope Unexpected
- Flexible schedule and available to work Monday evenings for Monday Meets
- Excellent verbal and written communication skills
- Works well with others; flexible
- Able to work independently
- Strong organizational skills and attention to detail

*Interested candidates, please email resume to Program Director at respective location.

Grand Rapids West - Abbie Sok abbie@hopeunexpected.org

Byron Center - Kristi Kruihoff kristi@hopeunexpected.org