



Ministries Logistics Coordinator

Westminster Woods Camp and Conference Center is located on 200 acres of redwood forest in the coastal hills of Western Sonoma County, California. Our Ministries Department provides week-long residential overnight Summer Programs in spiritual, environmental, social- emotional education for people of all ages and Weekend Retreats that encourage guests to relax, restore, and renew by connecting with Creator, Christ, and Spirit. We are seeking a dynamic and detailed oriented Ministries Logistics Coordinator to oversee the multiple components required to plan and host our Summer and Weekend Programs. Westminster Woods encourages opportunities for growth and professional development and strives to create a loving and learning community.

JOB TITLE: Ministries Logistics Coordinator

JOB LEVEL: Coordinator

DIRECT SUPERVISOR: Ministries Manager

SUPERVISES: Summer Programs Seasonal Staff

ELIGIBILITY:

Education and Licensure

- Bachelor's degree in related field
- Two years of professional experience within an equivalent field preferred

QUALIFICATIONS:

- Previous leadership experience with Westminster Woods as a Summer staff member is preferred but not mandated.
- Strong in verbal and written communication, and possess strong analytical and interpersonal skills.
- Excellent skills in program planning and organizing.
- Ability to work rotating hours and maintain a flexible schedule.
- Ability to work independently and efficiently under busy conditions.
- Flexibility working under high demand and is welcome to change.

ESSENTIAL FUNCTIONS OF THIS POSITION

- Responsible for developing and organizing ministries program offerings including conferences and retreats geared toward pastors, adults, college students, youth, and children.
- Work in collaboration with the WW Ministries Manager to ensure that programmatic, recreational, administrative and operational standards and policies are implemented and follow best practices.
- Gather and organize qualitative and quantitative data that ensures the goals and mission of WW are achieved through a structured, annual evaluation process.
- Continually build and develop ministries partnerships with churches, community groups and other camping/conference associations.

POSITION TASKS

- Serve as the primary contact for parents, pastors, volunteer nurses, and youth pastors.
- Book and reserve programs utilizing CampBrain software.
- Hold all Summer Program Camper registration, invoices, and Campership information and support the administration department through the invoice process.
- Maintain accurate and current data within Google Sheets as well as other programs.
- Record metrics for Summer Programs database.
- Draft and send out monthly updates and promotional emails to our summer programs audience.
- Schedule interviews for our summer staff.
- Email informational packets to all camper registrants and summer staffers pre and post camp.
- Act as an event coordinator to oversee all elements of planning including arranging dates, food, lodging, and staffing.
- Create informational camper packets every week of camp for each summer staff member.
- Collaborate with the Ministries Manager on special projects in support of Summer Programs.
- Act as the point person for Summer Programs to collaborate and communicate with support departments (Kitchen, Housekeeping, Buildings and Grounds and Aquatics).
- Create weekly work orders for each summer program.
- Organize and "gate-keep" all physical summer materials in our "Summer Programs Yurt."
- Maintaining personal spiritual & theological study-life.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Adherence to the Theology and Pedagogy of the Presbyterian Church (USA).
- Demonstrate ability as a professional leader with the abilities to listen to, understand, work well with, and motivate colleagues.
- A positive, outgoing personality with the ability to project enthusiasm for the WW Mission and values.
- Conflict resolution experience.
- Take initiative and be a troubleshooter with the ability to coordinate multiple tasks with minimal supervision.
- Confidentiality, dependability, honesty, good team player.
- Computer skills:
 - Microsoft Suite
 - CampBrain registration system

POSITION EXPECTATIONS: Westminster Woods is looking for a qualified applicant who:

- Cares for others, fosters strong interpersonal skills, has a high degree of emotional intelligence, and can build enduring relationships.
- Possesses exceptional communication and collaboration skills to work with other Westminster Woods Year Round and Seasonal Staff.
- Is a professional and effective communicator with strong writing and speaking skills.
- Thrives in a fast paced and dynamic environment.
- Is highly detailed oriented and accurate.
- Is a creative and innovative problem solver.
- Is committed to continual learning and development while open to giving and receiving feedback.
- Demonstrates a commitment to inclusivity and diversity.
- Will continue to streamline the Ministries Logistics Coordinator position.
- Continues to develop computer skills including the ability to learn camp registration software.
- Is passionate about the work being done within the Ministries Program department and can support Westminster Woods as a whole.

TIME COMMITMENT:

This is a part-time, hourly, year round, and hybrid position with fluctuating hours depending on the time of year.

- October-March: 20 hours/week (on site 1 day/week)
- April-July: 40 hours/week (on site 2-5 days/week)
- August-September: 10 hours/week (work from home)

START DATE

January 2nd, 2024

TO APPLY

Please email a cover letter, resume and three professional references to Charlotte Trotter, Ministries Manager, at charlotte@westminsterwoods.org. Applications will be received on a rolling basis until the position is filled.

Westminster Woods values diversity, equity, and inclusion. We welcome all backgrounds, abilities, cultures, orientations, identities, and communities.