



# Online Activities Coordinator Job Description

Updated 2/5/2021

## Position Summary

The Activities Coordinator (AC) is responsible for the creation and implementation of the service and community building activities for the online summer program, ensuring that participants (middle school and high school youth, young adults, and older adults) have a meaningful experience. The AC also assists all other staff members as necessary and assumes additional responsibilities when requested.

## Shared Responsibilities

- Ensure the online program directly supports the **mission** of SSP
  - All interactions with participants are a **positive** embodiment of SSP
  - Act as a **resource** to participants with any questions or concerns they may have
- Develop relationships with **participants** and **community partners**
  - Maintain an **open, friendly, and hospitable** online environment
  - Seek out **feedback** daily about the online program and quickly **implement changes**
  - Identify future **potential staff members** and invite them to be a Staff-in-Training
- **Support** sessions led by other staff
- Respond in a **timely manner** to communication from HQ Staff
- Complete **end of summer report**
  - Provide **feedback** at the end of the summer about the online program

## Specific Responsibilities

- Participate in weekly AC **video calls** with HQ Staff (1-2 hours, June & July)
- Communicate with HQ Staff regarding any **supplies** needed for the “SSP in a Box” each participant will receive for planned activities (early May)
- Adapt the summer’s **standard activities** plan to your staff team and connected community partner(s)
  - Create, develop, plan, and conduct activities
  - Be **flexible** to participants’ needs and desires for the online program and scheduling
- Work with fellow Activities Coordinator(s) to delegate tasks and determine who will fill the following roles:
  - **Service Coordinator/Community Coordinator** (can be one staff member or divided between two)
    - **Communicate** with community partners to organize program connections, speaking opportunities, remote service ideas, fundraising campaigns, etc.
    - Select, plan, and lead **service opportunities**, ideally connecting participants with community partners
    - Equip participants to **serve in their own communities**. Connect any local service experiences with SSP’s online program, looking for ways to integrate (“site reports” if there are multiple groups, etc.)
  - **Choose An SSP Adventure (CASA) Coordinator** (one staff member)
    - Identify **themes and activities** that meet SSP’s mission, feature staff interests and skills, aligning with participants’ interests and needs

- **Coach staff** on planning and leading their activities and sessions
  - Work with Media Coordinators to organize cross-team Zoom sessions
- Lead team in creating and meeting **service and fundraising goals for community partners**
  - In coordination with MC, plan and post **Instagram** content, both feed posts and stories
  - Complete **video production** tasks as delegated by MC
- Consistently **communicate** with Site Director about your needs (and HQ Staff as needed)

### **Skill & Knowledge Requirements**

Demonstrated history of independent and self-motivated work with little oversight and remote supervision. Excellent communication, organizational, and planning skills. Ability to work in both a team setting and independently. Clearly and confidently speak on Zoom, and effectively interact online with a variety of age groups. Comfortable utilizing and navigating G Suite (Google's tools: calendar, gmail, shared documents, sheets, slides, drive). Ability to model progressive Christian values.

### **Training**

ACs will be required to complete online Mandated Reporter training. ACs will receive training from June 16 to 25.

### **Tips for Being a Online Staff Member**

1. **Incorporate the gifts of others.** Understand the gifts and desires of the rest of the staff and make appropriate use of them by including them in your sessions. Do the same for participants – include pastors, youth, and others who would like to share their gifts as appropriate.
2. **Relational Ministry.** A very important aspect of the job is informally “hanging out” with youth. Listen more, talk less.
3. **Engage with every person** (youth, adult, staff, community partner, etc.), even those whom you personally struggle with. Call people by name.
4. Ability to both **command the attention** of a group of teenagers as a leader – and be authoritative when necessary – as well as the **ability to relate** to them on a near-peer level and connect one-on-one.
5. **Be open to constructive criticism** – even criticism that is given in a non-constructive way. Remember you will not be able to meet everyone's expectations, but others may have feedback that is useful to implementing the best version of your program.
6. **Flexibility.** If a scheduled speaker or activity falls through, have a backup plan to transition into.
7. **Model appropriate openness about personal faith** so youth feel comfortable talking about faith issues. Acknowledge that each person is at a different place in their faith.

## Employment Dates & Compensation

ACs will be paid hourly for work which begins in March. Estimated 10 to 12 hours total prior to Staff Training. Hours will be irregular and as needed until June 15. Online summer staff can work a maximum of 7 hours a day, up to 35 hours per week from June 16 to July 30.

- **March & April:** (up to 2 hours per month)
  - Biweekly team meetings (1 hour) as soon as hiring paperwork is complete
- **May 1 - June 15:** (up to 9 hours)
  - Biweekly team meetings (1 hour)
  - Meetings with community partners, and other ACs (up 6 hours)
- **June 16 - 25:** Staff Training: up to 35 hours per week
- **June 28 - July 23:** Participant weeks: up to 35 hours per week
- **July 26 - 30:** Debrief: up to 20 hours per week

Online summer staff are paid hourly for their work. Base pay starts at \$14 per hour for all staff with one year of experience. Additional pay is increased by \$1 per hour for each additional year of experience.