



Job Description

TITLE:

Action Teams Co-Director-Mental & Financial

SUPERVISOR:

Director of Engagement

PURPOSE STATEMENT:

This is one of three Action Team Co-Director positions on the Engagement Team at Pathfinder. Action Teams are short-term groups offered to the Pathfinder community that meet based on a desire to grow in one of the six areas of Whole Life. The Co-Director is responsible for recruiting Action Team leaders with a passion for the Mental or Financial areas of Whole Life.

This position also provides administrative support to the Director of Engagement.

ATTRIBUTES:

- **Recruiter.** Loves connecting with and is experienced in recruiting and leading diverse groups of people.
- **Developer.** Eager to see people grow to their fullest potential and can identify and implement ways to make that happen.
- **Energetic.** Enjoys working in a dynamic, fast-paced ministry environment with outcome-based metrics.
- **Process-oriented.** Directs efforts and initiatives in a systematic and organized manner.
- **Self-Starter.** Shows natural initiative to achieve goals, solve problems, and contribute.
- **Wellness Minded.** Passionate about holistic wellness and seeks to embody it in their life.
- **Relational.** A winsome, people-focused leader who takes a proactive approach to forming, developing, and investing in relationships.
- **Motivator.** Expresses a charismatic and enthusiastic presence that inspires others.

RESPONSIBILITIES:**Action Teams Co-Leadership**

- Supports the vision and serves as a co-champion of the vision, mission, and heart of Action Teams for our community.
- Creates a calendar of innovative Action Teams that encourage and inspire people on their Whole Life journey.
- Ensures a positive overall experience for Action Teams leaders and participants. Co-facilitates communication for feedback and accountability. Measures engagement, attendance, and satisfaction.
- Curates content that will be used to help personalize people's experience using the Pathfinder app.
- Establishes and implements the framework for successfully onboarding, training, developing, and coaching new volunteer Action Team Leaders.
- Regularly assesses how Action Teams are impacting individual growth and encouraging opportunities for taking the next steps.



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- Meets or exceeds seasonal goals set by the Director of Engagement and Action Team Co-Directors for Action Team offerings.

Content Area Leadership - Mental & Financial

- Actively seeks to build relationships with current and prospective Action Team leaders in the Mental & Financial areas of Whole Life.
- Successfully onboards and develops new leaders of Mental & Financial Action Teams.
- Provides specific expertise and experience around content focus areas.
- Ensures leaders feel seen, known, valued, and supported.

Other - Administrative Support

- Provides administrative support to the Director of Engagement. This includes preparing expense reports, board reports, communication, etc.

WORK SCHEDULE:

Part-time position working 24-28 hours a week with weekend and night responsibilities occasionally required. Some seasons may require more hours temporarily. Must have the ability and desire to work Sundays after services during Action Teams registration season (occurs three times a year).

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Previous experience in people recruitment and development.
- Two plus years of experience in a leadership role.
- A personal history of small group involvement.
- Excellent written and verbal communication skills.
- Ability to work effectively with all Microsoft Office applications.
- Strong personal commitment to Jesus Christ, a member of Pathfinder, or an eagerness to join the Pathfinder community.