



**SEASONAL POSITION (6 Months)  
April 1<sup>st</sup>, 2021 – September 30<sup>th</sup>, 2021**

**Guest Services Coordinator/Outreach Leader  
Job Description  
(40 hours per week)**

The purpose of this ministry position is to serve use your gift talents and abilities to train and deploy short term missions in inner city ministry.

**I) Job Description and Responsibilities: Ministry Services Department  
For this position, your major duties will include but not limited:**

- Leads NYSUM ministry teams for outreaches
- Outreach Ministries but not limited to: Street Meetings, Homeless Outreaches, Prayer Walks, Food Truck, Soup Kitchens, Children's Ministry, Food Pantries, etc.
- Conducts teaching and prep classes for ministry outreaches
- Works in cooperation with the Ministry Service Office Staff & Ministry Leaders
- Leads worship for various meetings

**II) Ministry Office Department this includes but not limited to**

- Answering the Phone @ front desk and manning the front desk and whatever needs Ministry Service Department Director has need of
- Arrival & Greet NYSUM Teams & Guests
- Orientations & Debriefs
- Other office work when needed
- Assist NYSUM Guests in the evenings and during weekends

**III) Serves in Other Related Areas when needed and assigned  
Priorities and Parameters**

- Mature and Stable Christian with a heart to serve others
- Hard worker that is energetic and passionate about ministry
- Organized and multi task
- Customer Service and Leadership skills
- Comfortable to Drive a 15 passenger van
- Must live on site

**IV) Financial Package: Minimum Wage**

**Interviews with Debora Fahasoavana, Ministry Services Office  
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