



JOB DESCRIPTION: WORKSHOP COORDINATOR, WORKS

General Description

This position will be responsible for:

- † Coordinating production flow, client on-the-job training, volunteer direction and production paperwork through Well Works site.

Well Core Values

The qualified candidate will be aligned with the Well’s Core Values:

<p>1. Jesus Centered</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proclaims Jesus as Lord and Savior <input type="checkbox"/> Spends time in the Bible <input type="checkbox"/> Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving) <input type="checkbox"/> Offer prayers for the ministry, those we serve, and teammates <input type="checkbox"/> Seeks Jesus in our personal journey <input type="checkbox"/> Celebrates that my personal journey with Jesus is unique to me 	<p>2. Servant Hearted</p> <ul style="list-style-type: none"> <input type="checkbox"/> Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) <input type="checkbox"/> Supports others by putting their interest ahead of our own <input type="checkbox"/> Lends a hand when it is needed <input type="checkbox"/> Helps others even when it is uncomfortable
<p>3. Relational</p> <ul style="list-style-type: none"> <input type="checkbox"/> An active listener who is present in the moment <input type="checkbox"/> Willing to step toward a new relationship and engage with people not like us <input type="checkbox"/> Gets to know teammates (families, gifts, etc.) <input type="checkbox"/> Speaks positively about and encourages teammates <input type="checkbox"/> Builds others up and spurs teammates on in ministry <input type="checkbox"/> Believes the best in others 	<p>4. Kingdom Minded</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has the eyes to see individuals and how God created them <input type="checkbox"/> Unshockable in what the world throws at us <input type="checkbox"/> Focuses on God’s glory with an eternal mindset <input type="checkbox"/> Has a goal of advancing the gospel on earth and reaching the lost <input type="checkbox"/> Willing to partner with other kingdom minded organizations
<p>5. Passionate for the Ministry of the Well</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sees role within the ministry as a calling <input type="checkbox"/> Stands firm in ministry and unshakeable in the day <input type="checkbox"/> Advocates for the mission through words and actions <input type="checkbox"/> Holds teammates accountable to the mission <input type="checkbox"/> Moves forward as a united team when a decision is made 	<p>6. Growth Minded</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a desire to be a life-long learner <input type="checkbox"/> Open minded and seeks to understand the perspective of others <input type="checkbox"/> Recognizes that personal growth feeds organizational growth <input type="checkbox"/> Recognizes that the way things are is not how they will be and is open to change <input type="checkbox"/> Has the courage to step forward into the new and unknown

Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)

- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example and with clear direction
- † **Hospitality:** To warmly welcome people
- † **Evangelism:** The ability by the Holy Spirit to clearly and effectively communicate the Gospel of Jesus Christ to others
- † **Mercy:** Patient and compassionate toward those who are suffering or afflicted

Key Areas of Responsibility

1. Production Flow
 - Coordinate with Workshop Manager to set up daily production flow and priorities.
 - Responsible for material handling to support production flow either by self or by others.
 - Provide effective communication to staffing on daily production needs.
 - Monitors and restocks raw materials as needed throughout the daily operations.
 - Assists with production where and when needed.
 - Captures data to produce appropriate paperwork for customer, to analyze and report inefficiencies, missing quotas and defective materials.
 - Assists Workshop Manager in making continuous improvements to decrease inefficiencies and waste.
2. On the Job Training
 - Knowledgeable of all orders being produced through Well Works site.
 - Provides training to clients, volunteers and staff to meet customer expectations and on time delivery of products.
3. Volunteers
 - Ensure that volunteers are plugged in and placed to assist with production demands and to utilize their skills and abilities.
 - Capture and report all volunteer hours.
 - Ensure all volunteers get reported to administration for entry into Better Impact.
4. Production Paperwork
 - Manage paperwork flow including but not limited to Purchase Order, Packing Slip and Bill of Lading.
5. Logistics
 - Assist Workshop Manager in meeting all production demand schedules for on time delivery and quality.
 - Inspect and account for incoming inventory and outgoing product.
 - Order parts and materials to maintain adequate inventory to meet production demands.