

**Sharpen Coordinator**

**Time Requirement:** 15-20 hr/week

**Compensation:** $5,000 (Stipend) – Pending Approval.

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| **Learning Outcomes**  *As a result of serving in this role, students will be able to…*   * Disciple students as leaders and followers of Christ. * Balance the needs of a diverse team of individuals. * Collaborate with other ministries and student groups to serve commuter/transfer/CHA population. * Create hospitable environments. * Plan weekly Core Team meetings. * Give focus and direction to a variety of constituent groups. * Speak in large group settings with confidence. * Manage Sharpen’s budget. |

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| **Career & Vocation Match**  *This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in…*   * Serving marginalized groups. * Developing individuals as followers of Christ. * Developing teams of individuals as a community committed to Christ. * Discipleship and hospitality.  |  |  | | --- | --- | | **Careers:**  Ministry – servant leadership in relational ministry  Counseling – individual and group serving agencies  Education  Non-Profit Leadership | **Skills:**  Communications  Event Planning  Worship planning  Administrative/Project Coordinator | |

**JOB DESCRIPTION**

**Purpose of theSharpen Coordinator Position**

The coordinator of Sharpen provides leadership to the Core Team offering discipleship opportunities to transfer, commuter and CHA resident students.

**What does the Sharpen Coordinator do?**

The Sharpen Coordinator’s responsibility can be broadly separated into two categories. First, the Coordinator manages the administrative details of Sharpen: tracking expenses, presenting to Senate, planning training week and coordinating Cadre. Secondly, the Coordinator cultivates the individuals on Sharpen as followers of Christ and leaders on campus. This primarily takes the form of biweekly meetings with each core member, and in weekly Cadre meetings.

**Sharpen Coordinator Position Description**

1. Model a love for Jesus and being a Christian disciple.
2. Have a passion for growth in discipleship ministries, including small groups, intentional living, community gatherings (communal meals, etc.).
3. Coordinate training processes for Core Team.
4. Establish guidelines, procedures and expectations for student Core Team. Work with Core Team members to ensure students have appropriate structure and inspiration.
5. Shepherd group in their relationships with one another and with God. Help Sharpen ministries (listed in number 2 above) develop and flourish. Once established, support them through prayer, encouragement, and resources.
6. Coordinate team members in processes of publicity and advertising to keep the campus informed of this ministry.
7. Plan weekly Core Team meetings. Prepare by seeking to learn more about God, others and how to serve God.
8. Plan Leadership Kick-off for 2016-2017 Core Team (including CHA Ministry Coordinators - CHAMCs)
9. Attend at least 10 community worship events per year.
10. Manage the Sharpen budget.
11. Fulfill various duties as needed.
12. Attend *[In-Context]* for at least one quarter of the 2016-2017 school year (preferably during Spring Quarter 2016).
13. Be a liaison with Campus Ministries, ASSP and the Sharpen Core Team through the ASSP Ministry Council to promote activities, events and opportunities to off-campus, commuter and CHA students.

**Qualifications**

1. A commitment to work on core for one academic year.
2. Minimum Cumulative GPA of 2.75.
3. Have participated in *[In Context]* prior to 2016-2017; or will Fall Quarter 2017.
4. A commitment to attend training sessions and regular meetings as listed on the job description.
5. A commitment to attend at least 10 community worship events per year.
6. Willingness to learn about and manage the budget assigned to Sharpen.
7. The desire to grow spiritually in Jesus Christ.
8. The desire to help others grow spiritually in Jesus Christ.
9. Stability and maturity: emotionally, psychologically and spiritually.
10. The ability to motivate and facilitate relationships within the Sharpen Core Team.
11. The ability to lead with a servant attitude.
12. The ability to work as part of a team.
13. The ability to communicate effectively.
14. The ability to organize and manage one’s own affairs (academic as well as ministry responsibilities).

**Sharpen Coordinator Supplemental Application Questions**

**Reason for Application**

* Why do you wish to be considered for a position in Sharpen?
* What is it about the Sharpen Coordinator Position that appeals to you?
* Please describe Sharpen’s ministry, as you currently understand it, and any experiences you’ve had with Sharpen.

**Statement of faith**

* Write a brief statement of faith. Phrase it in words a non-Christian would understand.
* How would you define reconciliation? How does reconciliation fit into the work of Sharpen?

**Spiritual growth**

* Identify and describe two areas of spiritual growth you have experienced this past year.
* What has made this spiritual growth possible?

**Leadership and service**

* What leadership skills have you developed this past year? Please describe your past leadership, ministry and service experience.

**Team Skills**

* Describe your organization and communication skills.
* Describe what the word mentoring means to you and the shape that might take in the Coordinator position.

**Personal background**

* Identify three of your gifts or strengths you would bring to this Coordinator position
* Identify three of your weaknesses or growth areas you would bring to this Coordinator position.
* Describe a situation where you encountered a culture that was unfamiliar or uncomfortable to you. What was it like? What did you learn about yourself? How does this experience inform your interactions with others?

**The activities of the program**

* What would you like to see Sharpen achieve next year? What might be your approach in achieving this vision?
* Sharpen seeks to establish quality spiritual relationships at SPU. The ministry does this in part through creating small groups and places for individuals to share a meal. How do small groups and shared meals facilitate spiritual connection? How can one encourage the sharing of a meal or the creation of a small group? What behaviors or practices discourage people from sharing a meal or participating in a small group?
* One of Sharpen’s goals is to create hospitable environments where people feel welcome. How do you welcome others into a new environment? Why might people feel unwelcome in a new environment?

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**ASSP Volunteer Services Agreement**

By offering various positions of volunteer leadership, the Associated Students of Seattle Pacific (ASSP) hopes to provide educational and experiential opportunities that will contribute to the individual development of the undergraduate students of Seattle Pacific University. As a means of recognizing the significant commitment and dedication that our volunteers donate to their respective positions, ASSP provides a stipend to honor the service performed by some of the active volunteers.

This Volunteer Agreement shall remain in effect provided the student retains an Active Volunteer Status (AVS). AVS entails the following things: The volunteer is enrolled for six or more credits, is making satisfactory progress toward his/her degree completion, maintaining a cumulative 2.75 GPA, is abiding by all SPU lifestyle expectations, is in full attendance at the required annual ASSP Leadership Conference, and is satisfactorily performing the duties covered by the Constitution and By-laws of the Associated Students of Seattle Pacific as attested by the ASSP Senate, in consultation with the program advisor.

**Student Leadership Conference**

Student employees and volunteers hired by ASSP are required to attend Leadership Conference September 16th-22nd, 2016, and all leadership and development in-services (1 per quarter) throughout the 2016-2017 academic year.

\*\*By signing you recognize the above requirements and conditions if hired by an ASSP program.

\*By checking these boxes you have agreed to uphold the lifestyle expectations and attendance requirements if selected for this position.

Date: Click here to enter text.

Signature: Click here to enter text.

**Questions?**

**For further information about the Sharpen Coordinator role, please contact: Jonathan Van Schenck (vanschenckj@spu.edu).**

**Please turn in applications to Sharpen Mailbox c/o Jonathan Van Schenck or in Deb Nondorf’s inbox**

**on 2nd SUB no later than:**

**5pm on April 15th, 2016*.***

***Please include name and position you are applying for in the subject line.***

If selected as a candidate, you will be asked to interview **April 18th – 28th, 2016**

If you have any question, please email Jonathan Van Schenck (vanschenckj@spu.edu)



Sharpen Coordinator

2016-2017 Position Application

Name: Click here to enter text.

SPU ID: Click here to enter text.

Class Standing: Click here to enter text.

Major: Click here to enter text.

GPA: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

**Attachments:**

* Please attach a **professional resume** of your work experience for the past four years.
* Please attach a **cover letter** expressing your interest in the position. \**For assistance in writing your resume and cover letter, please go to the Center for Career & Calling (2nd Floor SUB).*
* Please attach your **answers** to the questions in this packet.

**Personal References:** 1 – Faculty/Staff/Supervisor, 1 – Student Leader/Peer

*Special Note: If you have already applied for a different ASSP position, you do not need to request new references. Please note on your application if this is the case and we will use your previous references.*

The following web link directs you to our online reference form. **It is YOUR responsibility to send this link to your personal references, and have them complete the form by the application due date.** Please make sure they include your name and which position you are applying for.

<https://spu.formstack.com/forms/references2016>

1. Name: Click here to enter text.

Occupation: Click here to enter text.

Phone/Email: Click here to enter text.

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