



MISSION

WACO | WORLD

Job Description

MWMW Position Title (type in CAPS): GROUPS SERVICE COORDINATOR

Staff Group:

☐ Executive Staff
☐ Program Director
☐ Retail Manager

☒ Program Coordinator
☐ Program Staff
☐ Retail Staff

☐ Operations/General Staff
☐ Administrative Staff
☐ _____

Immediate Supervisor: Director of Mobilization

Tasks also assigned by: Associate Executive Director of Operations & Equipping; Executive Director

Immediate Subordinates:

Full-time: 0

Part-time/Temps (up to 24 hrs/wk): 1-2; as needed

Work Study Students: 1-2

Volunteers: as available

Status: ☐ Exempt ☒ Non-exempt

Date Last Revised: Oct 2025

Hours Per week: Full-time, up to 40 hrs/wk. Minimum of 30 hrs/wk needed for some personnel benefits. Overtime is pre-approved for peak seasons of the year, as needed. For other times of the year, contact supervisor for pre-approval of overtime.

Schedule fluctuates depending on time of year with busy seasons during spring (late Feb-late March) and summer (mid-May through early August). Includes some evenings and weekends.

General Summary: This position serves as part of broader equipping part of MWMW mission statement- to equip people to become more compassionately involved with their neighbors experiencing poverty.

Mission Waco hosts groups who either come for one-day projects or stay in the dorm for overnight service weeks/ poverty simulations. These groups come from local churches, schools, businesses and organizations. We equip groups through service projects, relational encounters, and learning/discipleship opportunities.

Critical Functions and Responsibilities

- 1. Communication:** Speaking in large and small group settings about MWMW, Christian Community Development, and the call of a Christian to love neighbors experiencing poverty. Clear communication with groups staff and maintenance staff to coordinate projects. Follow-up on interest inquiries from groups in timely manner.
- 2. Equip:** Think through the various ways the programs and mission of MWMW can be a catalyst for growing Christian disciples; reviewing current methods and revising or planning new ways to connect. Talk about why various projects or activities connect with mission statement of MWMW. When appropriate, engage with group members about how those initiatives might connect back in their local setting.
- 3. Facilitation:** Lead groups in activities, projects, and conversations to increase compassion and understanding. Facilitate components of the poverty simulation experience.
- 4. Logistics:** Manage the many details needed for hosting groups and running poverty simulations, as we want to be good stewards of people's time, project supplies, etc. (Lodging, meals, service project logistics, maintain partnerships with other community organizations, etc.)
- 5. Team:** Recruit, hire, train and motivate a team of helpers including part-time/temp staff, work-study students, volunteers who will assist in hosting groups.

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time in the **Mobilizing and Equipping** program area..*

Additional Functions and Responsibilities	
1. General tasks or other duties as assigned/requested by supervisor and Executive Staff.	
2. Assist in other equipping activities, such as speaking at churches/ community events or leading tours.	
3. Generally will be the main point-of-contact when groups are in town, including some “on-call” for building emergencies that involve the lodging for groups.	
4. Become familiar with Christian Community Development resources and Giant Worldwide leadership materials to assist with training staff and volunteers.	
5. Attend staff meetings and training as scheduled.	
6. Coordinate with other mobilizing staff (volunteers, interns) and program directors to work toward cohesive impact with all volunteers and donors.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Familiarity with or aptitude/interest to learn about Christian Community Development principles and goals as well as Mission Waco Mission World’s mission statement. 2. Flexibility & adaptability	Skills and knowledge preferred: 1. Knowledge of or familiarity with light maintenance, cleaning, yard work, and construction skills. 2. Graphic design aptitude for making flyers, handouts, etc.
Minimum previous experience required: 1. Has some experience with hard work or manual labor, and has developed a good work ethic.	Previous experience preferred: 1. Experience in troubleshooting. 2. Experience in pulling a utility trailer behind a truck. 3. Experience in living in a culture different from the applicant’s own culture (i.e. international, socio-economic, etc) 4. Experience in planning and leading Christian discipleship opportunities for youth and/or adults
Minimum education required: High school diploma	Education preferred: Seminary or equivalent experience preferred.
Minimum communication skills required: 1. Ability to lead, instruct, motivate and teach in large and small group settings as needed. 2. Ability to adjust communication style as needed depending on age of volunteers/groups (kids, youth, adults) 3. Represents Mission Waco’s values with all program participants, volunteers, donors and visitors.	Communication skills preferred: 1. Ability to understand and communicate with groups about how activities connect with social justice, theology, Christian community development.
Special training, certification or licensing required: 1. Food handler’s (or willing to get it if needed)	
Behavioral, emotional, mental requirements: 1. Mature Christian required. 2. Emotionally mature to work with wide variety of people, ages, maturity levels. 3. Good attitude when under stress.	
Other requirements or preferences: 1. Life call to serve the poor and marginalized preferred. 2. If 21 years of age or older: If valid driver’s license and no more than 1 moving violation in past three years, then able to drive MWMW vehicles. 3. Able to keep flexible hours.	

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4. Some light lifting; typically up to 25 lbs.
5. Ability and willingness to work outside when necessary.

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