



## **Juvenile Justice Ministry (JIM) Bible Study Resource Coordinator**

### **Job Description:**

Bible Study Resource Coordinators act on the request of JIM staff and the bible study coordinator to identify resources or supplemental learning materials for bible studies. Resource Coordinators can also partner with local ministry agencies and organizations to provide the best resources for the studies every week.

### **Purpose of Role:**

Bible Study Resource Coordinators have a passion for the mission of JIM, so they can network in the community to identify resource connections. They will also be working very closely with the bible study facilitator to come up with lesson plans and supplemental learning materials such as visual aids to help solidify key Christian themes and concepts. JIM Bible study resource coordinators serve for a specific time period as determined by the volunteer and the JIM Director and JIM Chapel Director.

### **Pre-requisites:**

1. A passion for the mission of JIM; to reach every incarcerated youth in North East Ohio and provide a Christ-centered, one on one relationship to each youth
2. Prior point of entry attendance (i.e. JIM See the Story Tour)
3. Excellent written grammar and an ability to communicate well.
4. Excellent telephone skills and an ability to listen well.
5. Flexible availability as often requests are on an ASAP basis.

### **Roles and Responsibilities:**

1. Actively partners with other local ministry agencies and organizations at the direction of the JIM director
2. Coordinates all resource requests directly between providers and bible study coordinator
3. Keeps records of resources delivered and coordinates any financial reporting needs (proving receipts) to the JIM director.
4. Communicates prayer needs to the Volunteer Prayer Coordinator

### **Length of Service:**

The Bible study resource coordinator will provide services for a pre-determined time period individually determined by JIM needs and volunteer's availability. Bible Study Resource Coordinators have the option to complete one term, renew another term, or to help other ways.