



Activities Coordinator FAQ

What is the Activities Coordinator?

The Activities Coordinator oversees all events put on by ASB with the exception of those directly overseen by the Chaplain. He/she is responsible for coordinating the planning and execution of the activities of ASB.

How do I know if being the Activities Coordinator is right for me?

The Activities Coordinator is one who is gifted at organizing people to accomplish specific tasks.

The Activities Coordinator should aspire to be:

1. Gifted administratively and creatively.
2. Motivated by a servant's heart.
3. Characterized by a teachable spirit.
4. Committed to authentic relationships with those on all ASB councils.
5. Seeking a life characterized by biblical principles to the glory of God.
6. Detail oriented and a good delegator.
7. Leading people

The ASB Activities Coordinator does not fit into one kind of mold. Many different kinds of people and personalities have had an excellent administration as ASB Activities Coordinator. The above characteristics are listed as a guidepost to help you identify if the opportunity of ASB Activities Coordinator is right for you.

What are the Activities Coordinator's responsibilities to the campus?

The Activities Coordinator has a unique responsibility. He/she must oversee the planning, organization, and execution of all events. He/she is a leader which teaches committee chairs how to accomplish goals and organize events. All of these functions are described in the ASB Constitution and By-Laws (on reserve in the Library).

What meetings are expected?

1. The Activities Coordinator meets with the ASB Full Council weekly. (1.5 hrs per week)
2. The Activities Coordinator meets with the Executive Council weekly. (1.5 hrs per week)
3. The Activities Coordinator meets on an "as needed" basis.
4. The Activities Coordinator meets with his/her committee (as needed)
5. The Activities Coordinator attends the monthly Leadership Training. (1.25 hrs per week)

With all the expectations and responsibilities asked of the Activities Coordinator, how many estimated hours per week will this commitment involve?

The Activities Coordinator will serve an average of 15 hours a week.

How do you become the Activities Coordinator?

1. Acquire, complete, and return the SLS Application according to their individual specifications.
2. Complete an interview with the ASB Advisor. Sign up for an interview upon completion of SLS Application in the Office of Campus Ministries
3. The ASB President-elect will appoint the Activities Coordinator under the supervision and authority of the ASB Advisor.

Is there any monetary compensation?

Yes, the Activities Coordinator is a compensated position.

What if I still have more questions?

Contact CJ Johnson at cjohnson@masters.edu or 661-362-2297