



POSITION DESCRIPTION

TITLE: Celebrate Recovery Administrative Coordinator
I REPORT TO: Celebrate Recovery Director
CATEGORY: Associate, Staff, Part-Time (25 Hours/Week)
SALARY RANGE: \$18.00-\$21.00/hour
LAST REVIEWED/UPDATED: August 2026

Qualifications

- Follower of Jesus Christ, exhibiting a growing relationship with Him and spiritual maturity.
- Committed to the mission, vision, values, and leadership of Grace Bible Church; GBC Member or willing to become one.
- Passionate about Celebrate Recovery and helping people find healing, freedom, and community through Jesus Christ.
- Highly organized, detail-oriented, dependable, and able to manage multiple projects and deadlines.
- Excellent written and verbal communication skills with strong follow-through.
- Self-motivated, flexible, and able to take initiative, problem-solve, and prioritize responsibilities.
- Demonstrated ability to recruit, coordinate, develop, and encourage volunteer leaders and teams.
- Team player who works effectively with staff, Ministry Leaders, TEAM members, volunteers, and ministry participants.
- Able to maintain confidentiality and exercise sound judgment.
- Proficient in Microsoft Office and comfortable learning ROCK, Planning Center, eSpace, Wufoo, GroupMe, Constant Contact, Canva, ProPresenter, and other church systems.
- Available for regular Monday and Tuesday evening ministry responsibilities and occasional weekends or special events.

General Responsibilities

The Celebrate Recovery Administrative Coordinator provides administrative, communication, volunteer coordination, and operational support for Celebrate Recovery across multiple campuses. This position partners with the Celebrate Recovery Director, Ministry Leaders, TEAM members, and volunteers to strengthen ministry systems and support weekly gatherings, Step Studies, leadership development, and special events.

As part of a volunteer-driven ministry, a key focus of this position is developing systems and equipping volunteers to create a culture of excellence, organization, and radical hospitality, allowing ministry leaders to focus on caring for people, developing leaders, teaching, and advancing the vision of Celebrate Recovery.



Ministerial Duties

As with all staff roles, this position includes supporting the broader mission of Grace Bible Church through prayer, spiritual encouragement, and participation in ministry life.

Ministry Administration & Communication

- Provide administrative support to the Celebrate Recovery Director and volunteer TEAM, including calendars, databases, forms, workflows, facility requests, meeting preparation, budget information, records, and ministry follow-up.
- Coordinate weekly ministry communications, announcements, reminders, Connect Card responses, and accurate record keeping through ROCK and other church systems.
- Develop and maintain organized systems that improve communication, efficiency, and follow-through.
- Partner with Grace Bible Church staff and Communications on ministry promotion, print requests, testimonies, and other communication needs.

Volunteer & Leadership Coordination

- Partners with the Director, Ministry Leaders, and TEAM to recruit, onboard, train, schedule, communicate with, and encourage volunteers and volunteer leaders.
- Maintain volunteer and leadership onboarding processes, including training, background checks, communication, and follow-up.
- Develop volunteer teams and repeatable systems that allow volunteers to take ownership of ministry areas and ensure weekly and special-event needs are appropriately supported.

Ministry Operations & Events

- Coordinate administrative and logistical support for Monday and Tuesday Celebrate Recovery gatherings, including hospitality, dinner service, newcomers, information tables, facilities, supplies, curriculum, printed materials, inventory, and other ministry needs.
- Coordinate Step Study administration, including registration, communication, curriculum, facilities, leader training logistics, participant records, and graduation preparation.
- Support leadership meetings, TEAM meetings, anniversaries, trainings, trips, outreach, volunteer appreciation, and other special events through registration, communication, volunteer coordination, facilities, childcare needs, food, supplies, and event preparation.



- Maintain ministry curriculum, chips, coins, literature, swag, hospitality supplies, office supplies, and event materials, and assist with purchasing, deposits, financial reconciliation, and local recovery resources.

Measures of Success

- Ministry systems, records, and communication are organized, accurate, timely, and sustainable.
- Volunteers are equipped and empowered to take ownership of ministry responsibilities.
- Weekly gatherings, Step Studies, leadership meetings, and special events are prepared and well supported.
- The Celebrate Recovery Director and Ministry Leaders are able to focus more fully on caring for people, developing leaders, teaching, and ministry vision.
- Celebrate Recovery consistently reflects excellence, radical hospitality, and the mission and values of Grace Bible Church.

Other Duties

This job description describes the general nature of this position and is not intended to be an exhaustive list of responsibilities. Duties may be adjusted based on ministry needs, volunteer capacity, available weekly hours, and direction from the Celebrate Recovery Director.