



MAS Student Coordinator Job Description

- Title:** Student Coordinator
- Function:** To develop, prepare and train students for ministry and service, while contributing to the entire MAS staff.
- Reports to:** Director of Ministry and Service, assigned Program Advisor
- Duties:**
1. Each student coordinator will be assigned to a specific area of ministry and will be responsible for coordinating and developing the service experience of volunteers
 2. Train and develop three to four Lead Volunteers for the ministry
 3. Act as a resource and support person for MAS policy and ministry opportunities to students, faculty and staff
 4. Serve as a representative of APU in all situations
 5. Meet weekly with a Program Advisor for support and to discuss and evaluate their ministry
 6. Assist in the daily office operations
 7. Participate in the student ministry coordinator selection process for the following year
 8. Attend a bi-monthly staff meeting
 9. Maintain a minimum of 5 office hours each week
 10. Full participation in all required MAS events
- Characteristics:** The following characteristics are those thought to be essential to anyone serving in a MAS position:
1. Committed relationship with Jesus Christ
 2. Show signs of maturity and responsibility in decisions and actions
 3. Desire to serve others
 4. Show integrity in actions
 5. Ability to relate to diverse personality types
 6. Ability to work as member of a team
 7. Show initiative and follow through
 8. Good interpersonal and communication skills
 9. Offer flexibility
 10. Think critically and creatively
- Qualifications:**
1. A Student Coordinator must understand and support the goals of a Christian liberal arts education.
 2. A Student Coordinator must have a 2.5 cumulative GPA and maintain a 2.5 minimum GPA. No one may hold a position while on academic or disciplinary probation.
 3. A Student Coordinator must be willing to commit one full year to the position.
 4. A Student Coordinator must be willing to participate in the training program for the position which includes (but is not limited to) the dates listed in the application.



Anticipated Open Positions:

A-Town Kids (this is considered a “live-in” position and the SC lives on-site)

A-Town Kids is an after school tutoring program serving within the San Gabriel apartments. A-Town Kids provides opportunities to build long lasting relationships with families in Azusa through games, sports, arts, and mentoring.

Adult Ministries

This often-ignored group of our population is rich with wisdom and life experience. San Dimas Retirement Center (SDRC) is a great place for APU students to build meaningful relationship through food, crafts, entertainment and conversation.

Azusa Food Bank

Every week, APU students partner with 3 out of the 5 Food Bank sites in Azusa. These ministries provide quality food and programs for families involved. There are also opportunities for students to learn about sustainability and access to food.

Cerritos Kidz (this is considered a “live-in” position and the SC lives on-site)

Cerritos Kidz is an after-school program developed in 2002. Volunteers engage this community partnership through tutoring, facilitating an on-site library, conducting language classes with families, and participating in community meals.

Door of Hope

At the Door of Hope located in Pasadena, students have the opportunity to serve and build relationships with families who are transitioning out of homelessness. Activities include after-school tutoring, babysitting, and work projects at the facility.

LA 101

This urban immersion is an opportunity for students to embark on a four-day trip into the heart of Los Angeles. Participants become acquainted with the social realities of diverse communities in LA, while developing a biblical understanding of justice, compassion, reconciliation and stewardship.

Matheteis Dinner Forums

This monthly dinner and discussion forum is designed to contribute to an atmosphere of discovery and interest in global concerns, local opportunities for response, and intellectual enrichment connected to faith development.

Peach Factory

A long-standing APU tradition, Peach Factory is an after-school opportunity that provides a fun and safe environment for children in Azusa. Through crafts, group games, and tutoring, participants build consistent relationships with each other.

SAY Yes!

With APU’s proximity to downtown Los Angeles, there are many opportunities to serve in an urban context. Through SAY Yes!, participants invest themselves into the lives of young people living in downtown Los Angeles who are in need of mentoring and tutoring relationships.

SEED (Students for Environmental Education and Discovery)

SEED focuses on issues of the environment in collaboration with the San Gabriel Mountain Regional Conservancy. Through support of educational classes at local elementary schools in the Azusa and Glendora Unified School Districts, participants promote the values of environmental stewardship and community living and cooperation.

¡Viva Azusa! Soccer

This is an incredible avenue for promoting relationships between the youth of Azusa and APU students through soccer development and cross-cultural reciprocal learning. *Participants do not need previous soccer experience.

WAY Academic-Mentoring

This partnership with Azusa Unified School District connects APU students with Azusa middle and high-school students for tutoring and mentoring. WAY (Walking with Azusa’s Youth) encourages APU students to come alongside Azusa students working hard to succeed in their educational pursuits.