What is the Activities Coordinator?
The Activities Coordinator oversees all events put on by ASB with the exception of those directly overseen by the PR Coordinator or 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. A good leader of people.

The ASB Activities Coordinator does not fit into one kind of mold. Many different kinds of people and personalities have had excellent administrations 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 Coordinators 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 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 required?
1. The Activities Coordinator meets with the ASB Full Council weekly. (1.5 hr per week)
2. The Activities Coordinator meets with the Executive Council weekly. (1.5 hr per week)
3. The Activities Coordinator meets on an “as needed” basis.
4. The Activities Coordinator meets with his/her committee (1.5 hr per week)
5. The Activities Coordinator attends the monthly Leadership Training. (1.25 hrs per week)

With all requirements and responsibilities asked of the Activities Coordinator, how many estimated hours per week will this commitment require?
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 Pete Bargas at pbargas@masters.edu or 661.362.2836