

CORE CLASS TECH COORDINATOR

GOSPEL CITY CHURCH

Summary:

The Core Class Tech Coordinator supports the teaching team by preparing, operating, and monitoring the technology used throughout each class gathering. This role ensures that presentation screens, audio, teaching slides, and class recordings are ready and functioning properly so teachers can focus on instruction and participants can engage without unnecessary distractions.

Technical experience is helpful but not required. Training on all necessary equipment, systems, and procedures will be provided by Gospel City Church.

Reports To: Worship Pastor

Department: Education

Status: Part-Time

Type: Volunteer

Supervisory Role: No

Hours: Sundays, 3:30pm-6:30pm, September-November, January-March

Primary Responsibilities:

1. Prepare the Classroom Technology
2. Manage Teaching Presentations
3. Support Classroom Audio
4. Record the Class Gathering
5. Troubleshoot and Support the Teaching Team

Qualifications:

- Dependable, punctual, and attentive to detail.
- Comfortable using—or willing to learn—iPads, presentation software, microphones, sound systems, and recording equipment.
- Able to follow technical procedures and checklists consistently.
- Able to remain calm and solve basic problems when technology does not work as expected.
- Communicates clearly with teachers, ministry leaders, and staff.
- Demonstrates a willingness to receive training and follow the direction of the assigned staff or ministry leader.

Essential Duties and Responsibilities:

1. Prepare the Classroom Technology

- Arrive early enough to prepare and test all classroom technology before participants arrive.
- Turn on classroom screens, sound equipment, and other necessary technology.
- Confirm that all equipment is powered, connected, and functioning properly.
- Ensure the teaching environment is fully prepared before the class begins.
- Report damaged, missing, or malfunctioning equipment to the Worship Pastor.

2. Manage Teaching Presentations

- Connect the classroom iPad to the classroom TVs.
- Confirm that the teacher's current slides are loaded via Google Slides app.
- Verify that the correct presentation is displaying properly on all classroom screens.
- Confirm that the presenter can advance their own slides from the iPad.
- Communicate with the presenter before class regarding any presentation needs or changes.

3. Support Classroom Audio

- Prepare and test the appropriate microphone for the teacher.
- Help the teacher properly attach or position the microphone.
- Confirm that the microphone is transmitting clearly through the classroom sound system.
- Monitor audio levels throughout the class and make adjustments when necessary.
- Address feedback, low volume, connection issues, or other audio problems as they arise.

4. Record the Class Gathering

- Start the class recording at the appropriate time.
- Verify that the recording system is receiving the intended audio sources.
- Monitor the recording system throughout the class when possible.
- Stop the recording at the conclusion of the gathering.
- Notify the Worship Pastor of any recording issues or interruptions.

5. Troubleshoot and Support the Teaching Team

- Respond calmly and quickly to basic technical problems during the gathering.
 - Minimize disruptions while resolving presentation, audio, screen, or recording issues.
 - Communicate significant technical concerns to the assigned staff or ministry leader.
 - Assist with shutting down and properly storing equipment following the class.
 - Participate in training and periodic refreshers provided by Gospel City Church.
 - Follow established procedures and equipment-use guidelines.
 - Respond to unforeseen needs with flexibility and a servant's heart.
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SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership and is willing to serve faithfully in a primarily behind-the-scenes role.
- Understands that excellent technical support helps remove distractions and creates an environment where biblical teaching and discipleship can flourish.