

YOUNG ADULT TECH COORDINATOR

GOSPEL CITY CHURCH

Department: Young Adult Ministry

Summary:

The Young Adult Tech Coordinator supports Young Adult gatherings by preparing, operating, and monitoring the technology used in Cornerstone. This role helps create a welcoming, distraction-free environment by ensuring that presentation visuals, audio, and lighting are prepared and functioning properly before and throughout each gathering.

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

Status: Part-Time

Type: Volunteer

Supervisory Role: No

Hours: 6-10pm, biweekly on Tuesdays (weekly during Summer Series)
Other events as needed

Primary Responsibilities:

1. Prepare the Technology
2. Manage Presentation Slides
3. Operate and Monitor Audio
4. Support Presenters and Ministry Leaders

Qualifications:

- Dependable, punctual, and attentive to detail.
- Demonstrates a personal enthusiasm for Young Adult ministry.
- Comfortable using—or willing to learn—ProPresenter, microphones, sound systems, presentation computers, and basic lighting controls.
- 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 presenters, ministry leaders, volunteers, and staff.
- Demonstrates a willingness to receive training and follow the direction of the Young Adult Administrator.

Essential Duties and Responsibilities:

1. Prepare the Technology

- Arrive early enough to prepare and test the technology in Cornerstone before participants arrive.
- Ensure that stage and room lighting is turned on and set to the appropriate scene.
- Ensure microphones, computers, displays, and other necessary equipment are ready for use.
- Report damaged, missing, or malfunctioning equipment to the Worship Pastor

2. Manage Presentation Slides

- Confirm that all presentation content is organized correctly and displaying properly on the appropriate screens before each gathering.
- Advance slides throughout the gathering when needed.
- Communicate with presenters and ministry leaders before the gathering regarding presentation order, media needs, or last-minute changes.

3. Operate and Monitor Audio

- Prepare and test microphones for presenters, hosts, worship leaders, or other participants.
- Help presenters properly attach, position, or use microphones as needed.
- Conduct a soundcheck before the gathering begins.
- Monitor audio levels throughout the gathering and make adjustments when necessary.
- Ensure microphones, music, videos, and other audio sources can be heard clearly throughout Cornerstone.
- Address feedback, low volume, connection issues, or other audio problems as they arise.

4. Support Presenters and Ministry Leaders

- Review the gathering flow with the Young Adult Administrator or designated leader before the event begins.
- Confirm that presenters understand how to use microphones and advance slides when applicable.
- Respond to unforeseen needs with flexibility and a servant's heart.
- Minimize distractions while resolving presentation, audio, or other technical issues.
- Document and communicate technical concerns to the Worship Pastor.

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- Assist with shutting down and properly storing equipment following the gathering.
 - Participate in training and periodic refreshers provided by Gospel City Church.
 - Follow established procedures and equipment-use guidelines.

OTHER SKILLS / COMPETENCIES

- Technical aptitude and willingness to learn
- Problem-solving and initiative
- Clear communication
- Dependability and preparation
- Collaboration and servant-hearted support

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 young adults can worship, build relationships, and grow in their faith.