This Church Service Missionary position supervises or coordinates important tasks within the various Operational programs of the Church. In some cases, these work duties are similar to that of coordinators. However, coordinators tend to have more responsibility with program development and planning, and less with work production, employee supervision, and budget monitoring.

- Is responsible for the day-to-day work flow of employees engaged in production, work scheduling, material requirements, work-in-process tracking, material and labor variance controls and manufacturing performance reporting.
- Assigns employees to maximize production control directives.
- Maintains and monitors program goals, objectives, inventory and production rates.
- Responsible for the training, correction and motivation of assigned employees.
- Typically reports to mid-level management, such an Operations Manager or an Assistant Operations Manager.

- Requires good communication skills (written and oral).
- Have a good work ethic and a willingness to share / improve it in those they supervise.
- Usually requires experience in the field of work, or a willingness to learn and be trained in the fulfillment of assigned tasks.
- Have a willingness to train and mentor those whom they supervise.