

# RESOURCE ROOM DIRECTOR

The Resource Room Director oversees the Resource Room and assists in hospitality and support of the Sunday morning volunteer staff. Their role is to help teachers develop activities that complement the curriculum, assist staff in collecting supplies, and offering cheerful assistance to those who stop by the Resource Room on Sundays. Additionally, the Resource Room Director provides hospitality support for Children's Ministry events as well as provide oversight to volunteers who serve in the Resource Room or related roles. The Resource Room Director is a part-time position, averaging 8-10 hours per week and is a member of the Children's Ministry Team.

## Requirements

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**Character:** A person of established Christian character, sound in faith and doctrine.

**Calling:** Demonstrates spiritual gifting consistent with the requirements of this job and confirmed in the ministry of the local church.

### Competence

- Leader and self-starter.
- Works well within a team environment.
- Ability to help children and families become devoted followers of Jesus Christ.
- Ability and gifts in organization, creative use of materials, and encouragement.

**Chemistry:** Complements our current Children's Ministry Team in temperament, strengths, and gifting.

### Convictions

- Member (or willing to become a member) of First Free and abides by Membership Covenant.
- Committed to the mission and philosophy of ministry of First Free.

## General Responsibilities

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- Coordinate the development of yearly goals for the Resource Room.
- Monitor and evaluate the progress of all goals for the Resource Room.
- Organize and maintain Resource Room.
- Support Sunday morning ministries by helping teachers with crafts or activities.
- Communicate effectively and graciously in all interactions.
- Proficient in CCB church management software for check-in, communications, processes and reports.
- Maintain equipment used in the Resource Room.
- Collect and register Sunday offering for children's classes.
- Recommend a yearly budget for the Resource Rooms.
- Purchase snacks and supplies for preschool and elementary departments.
- Authorize the expenses for budget lines related to the Resource Room, submitting receipts for reimbursement in a timely manner.
- Attend Children's Ministry Team meetings.