

## **THE VINEYARD CHURCH JOB DESCRIPTION**

**TITLE:** Coordinator of the Vineyard Community Center (part-time)

**FLSA:** Hourly

### **SUMMARY**

The Coordinator of the Vineyard Community Center, “the Center,” is a part-time position responsible for supporting the ministry of the Center. The person in this position will take a leadership role during the Center’s open hours, create and plan a vibrant evening activity schedule for children and families, as well as shepherd volunteers who serve at the Center.

### **ESSENTIAL FUNCTIONS**

- 1. Maintain a vital relationship with Jesus Christ.**
- 2. Assist with creating and implementing vision for the Vineyard Community Center by:**
  - Helping to critically assess this ministry and making recommendations to the Pastor of Outreach & Missions.
- 3. Assist at the Vineyard Community Center by:**
  - Serving as a primary leader at the Center during specified open hours.
  - Taking ownership to create the outline for structured weekly activities for the Center, developing creative ideas, providing detailed instructions for those activities, and gathering necessary supplies for the activities and leaders.
  - Leading and developing a team of volunteers who will assist in creating and leading activities at the Center.
  - Creating and presenting Bible time teachings on a weekly basis for the K-5<sup>th</sup> grade age group at the Center.
- 4. Assist with specific day-to-day operations at the Vineyard Community Center by:**
  - Creating and distributing the monthly activity calendar and newsletter for the Community Center families.
  - Managing the Community Center Facebook postings and communicating weekly activities, special events and encouragement.
  - Helping to manage the Community Center facility on John Glenn Court by communicating with Housing Authority Staff on maintenance issues, as well as ordering and maintaining supplies.
- 5. Other**
  - Recruit and encourage new volunteers to serve at the Center.
  - Take a leadership role in other outreach endeavors at The Vineyard Church, as available.
  - Participate in a spiritual discipleship with a new or recommitted believer at Vineyard or at the Community Center.
  - Other duties as assigned.

**OTHER FUNCTIONS**

1. Participating in staff-related office functions (i.e. staff meetings).
2. Meeting regularly with supervisors.
3. Establishing and communicating regular office hours.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. A sense of call to ministry. Affirmation of calling from the Lead Pastor and responsible Pastor/Director.
2. A desire to reach non-Christians and un-churched adults and children.
3. Proven track record of excellent organization and multi-tasking skills.
4. Demonstrates strong interpersonal and communication skills, both oral and written.
5. If married, the spouse's enthusiastic participation in the call.
6. Demonstrates commitment to The Vineyard Church's mission, values and practices as stated with Team Vineyard.

**WORKING CONDITIONS**

1. Regular attendance at Weekend Celebrations is expected.
2. Works in an office environment, though many hours are focused at the Center.

Effective date:

\_\_\_\_\_  
Lead Pastor Approval

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.