

Family Life Center Coordinator

Principal Function: Responsible to the church for managing the Family Life Center (FLC) and overseeing day-to-day activities including Shades Crest personnel/member facility usage, church events and programming, as well as community usage of the facility to ensure the facility supports the overall ministries and mission of SCBC.

Preferred Skills and Abilities:

- Effective communication skills (verbal and written)
- A warm and welcoming personality
- Ability to ensure enforcement of facility policies and procedures.
- An attitude of service
- A patient spirit
- Strong organizational skills
- Proficient computer skills

Qualifications: A demonstrated Christian faith is required. High school diploma. Experience interacting with the public, organizing events, supervising and training others preferred.

Responsibilities:

Primary areas of responsibility include but are not limited to:

General:

- Work with Recreation Committee and Assoc. Pastor of Administration and Missions to develop and evaluate FLC policies, procedures and practices and ensure these are enacted effectively and efficiently.
- Work with Recreation Committee and Assoc. Pastor of Administration and Missions in determining the goals, facilities requirements, and budget of the Family Life Center.
- Supervise and coordinate the work of all paid and volunteer workers in the FLC to ensure coverage when the building is open.
- Enlist and train volunteer workers to ensure the Family Life Center (FLC) is open and ready for service during all posted hours of operation.
- Prepare reports necessary to keep the supervisor, Recreation Committee and Church fully informed concerning the usage of the Family Life Center.
- Serve as a recreation resource person and advisor to the congregation as requested.
- Maintain records and files on all recreation activities, ministries, volunteers and participants.
- Support the overall ministries of Shades Crest.
- Perform other duties as assigned by the supervisor.

Building:

- Ensure the cleanliness, general maintenance and care of the FLC.
- Oversee security and maintenance of security systems in the FLC.
- Coordinate the issuing of FLC building access to persons who qualify.

Supplies:

- Order/purchase and maintain inventory supplies for FLC.
- Research and purchase supplies for various church events at the FLC.

Equipment:

- Ensure the cleanliness, general maintenance and care of the FLC fitness center equipment
- Research and purchase any new or updated equipment when required.

Programs/Events:

- Direct the planning, coordinating, staffing, budgeting, and evaluating of congregational recreation activities.
- Develop and maintain a calendar of planned and special events occurring within the FLC and ensure the facility is set up, cleared and prepared for all scheduled events.
- Ensure the calendar of activities for recreation ministry and the use of the FLC are assimilated into the church calendar.
- Oversee registration for all activities and programs in the FLC associated with recreation.
- Ensure all events and activities under the Coordinator's supervision are conducted with excellence and professionalism.
- Enlist and resource all coaches and ministry leaders in the area of recreation.

Accountability:

All responsibilities are to be assigned by and supervised by the Associate Pastor of Administration and Missions.