



POSITION: Family and Community Life Coordinator — Lincoln Square

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Director of Ministry

FLSA STATUS: Non-Exempt

BAND: 5

DATE: Winter 2019/20

WORK HOURS

- Full-time; 40 hours per week; Sunday to Thursday
- This person will split time supporting the ministry efforts of our Director of Children's Ministry (25 hours/week) and our Director of Community Life (15 hours/week).

Volunteers — (10 hours/week)

- LSQ Kids:
 - Maintain the volunteer schedule daily to ensure all LSQ Kids classes are properly staffed for Sundays.
 - Coordinate Sunday volunteer placements for the CM Director's approval.
 - Maintain relationships with the current volunteers by providing ongoing training, class observations, and volunteer appreciation.
 - Recruit volunteers for Sundays and lead recruitment initiatives including Connect Ads, flyers/informational cards, etc.
 - Lead candidates interested in volunteering with LSQ Kids through the application process which includes: emailing application forms, performing background checks, checking references, scheduling interviews and classroom visits, and maintaining correspondence throughout. Be highly efficient and diligent in recording these documents in Excel and TouchPoint.
 - Assign qualified volunteers to most appropriate classrooms.
 - Train new volunteers on classroom and ministry policies and procedures prior to the start of their volunteer service.
 - Develop and cultivate relationships with volunteers to maintain a level of care and appreciation for each volunteer serving with LSQ Kids.
 - Designing and printing name tags for all staff and volunteers and maintaining tag storage system for high efficiency on Sunday mornings.
 - Check email Fridays and Saturdays in the event there are volunteer cancellations and fill in vacant spots with appropriate subs.

- Community Life: Assist Director of Community Life with care, training and supervision of new and current CG leaders/hosts and volunteers with women's ministry.

Administrative Support — (10 hours/week)

- Keep an inventory of Sunday supplies and order new items when running low in coordination with the Classroom Coordinator.
- Completes the weekly Sunday debrief document. Uses the debrief document to look for trends amongst volunteers, staff, and children's attendance and supply usage to best anticipate the needs of the ministry.
- Coordinate daily/weekly with the Curriculum Manager for curriculum needs and supplies.
- Copy curriculum each week and ensure the necessary supplies are on hand.
- Make sure all supplies are ready for delivery from 1166 to ECC or FCC for Family Night.
- Identify administrative bottlenecks or problems and develop workable solutions.
- Maintaining inventory and organizing the supply cabinet and supply room at the office and LSQ Kids supply cabinets at YMCA.
- LSQ Kids Baptisms:
 - Schedule parents and babies for infant baptisms for designated Sundays, and provide them with logistical direction for that Sunday.
 - Send personalized Bibles to newly baptized babies
 - Order infant Bibles for newly baptized babies
 - Record Baptism and all mailed contact made in TouchPoint according to Redeemer protocols.
- LSQ Communicants:
 - Schedule communicants member vows and baptisms and provide them with logistical direction for that Sunday
 - Order Communicants gifts (student bibles)
 - Record communicant member information into TouchPoint according to Redeemer protocols.
- Provide ongoing administrative support for all aspects of Community Life.

Events Planning and Logistics — (8 hours/week)

- Assist in coordinating logistics and provide administrative and onsite support for all LSQ Kids and LSQ family ministry events such as LSQ Family Night, all family events such as family breakfasts and talent show, Communicants classes, parent seminars, LSQ Moms' Groups:
- Work with the LSQ Kids CM Director or event director to design event layouts and then communicate with venue for all necessary logistics
- Input and oversee room reservations and/or venue rentals for all LSQ Kids and LSQ Youth events
- Ordering event supplies as well as food and drinks
- Coordinate with the Ops Coordinator (if necessary) for all deliveries and setup logistics
- Consult with the LSQ Communications Specialist to develop an event communication plan to advertise the event in the Connect and through social media.

- Provide administrative and onsite support for LSQ Kids events and partnership events with West Side including Birthday Party for Jesus, Vacation Bible School, Boxes of Love, and Kits of Care.
- Assist in planning, organization and execution of New Leader Basics training, ongoing trainings and events for CG leaders and seminars/events for women's ministry.

Communications — (6 hours/week)

- Work with LSQ Kids CM Director and LSQ Youth Director and consult the LSQ Communications Specialist to create a communications plan for upcoming LSQ Kids and LSQ Youth events, including:
- Writing, editing and scheduling all LSQ Kids and LSQ Youth emails including monthly newsletter, event invitations and reminders.
- Occasional design for LSQ Kids and LSQ Youth flyers, calendars, etc.
- Running all communications by Communications Specialist for approval prior to sending or printing.
- Assist Director of Community Life with communications surrounding recruitment. (LSQ's Communications Specialist will also be available to provide oversight in line with maintaining overall tone and voice.)

Database Management — (6 hours/week)

- Oversee all aspects of the TouchPoint database to advance the goals of LSQ Kids and initiate and engage with Information Services and the greater LSQ team to develop and build new tools and reports for system advancement.
- Manage LSQ Kids organizations in TouchPoint and improve efficiency and accuracy of record keeping of families and children.
- Manage all rosters for LSQ Kids events and classes. Review and update on a monthly basis.
- Schedule and send necessary emails through TouchPoint.
- Oversee maintenance of LSQ Kids database records and information to ensure accuracy.
- Manage Touchpoint and other databases in connection with Community Life to improve efficiency and accuracy of record keeping and to advance the care of the LSQ congregation.

QUALIFICATIONS:

- Active engagement in Redeemer community and passion for vision of Redeemer and Children's Ministry.
- Minimum four year undergraduate degree required.
- Experience in an administrative role.
- Experience in managing data for organizational efficiency and effectiveness.
- Ability to organize and advance multiple projects at once.
- Experience planning and executing events (specific to logistics).
- Aptitude for communicating effectively.

- Ability to manage full administrative details of an organization.
- Ability to think proactively and anticipate and meet administrative needs.
- Has experience with database management (or CRM) tools a plus
- Comfort and competence navigating a complex organization and a dynamic ministry environment.
- Commitment to take initiative, own and follow through on administrative details and projects.
- Ability to build relationships and trust across broad set of staff and volunteers.
- Flexibility to work evening and weekend events as needed.

SKILLS AND EXPERIENCES

- Excellent organizational, communication and interpersonal skills.
- Proficient in MS Office applications (Word, Excel), online applications (Google calendar/docs), and Adobe Creative Suite.
- Must be in possession of administrative, interpersonal, organizational, technological, and problem solving skills.
- Experience in writing and editing is preferred.
- Experience with children's programming, ministry, and/or classroom work is required.
- Experience managing volunteers is preferred.
- Community Group leadership or of some small group (or Bible study) experience is preferred.
- Urban ministry experience is a plus.