



Job Title:

Valencia Family Ministry Resource Coordinator

One Line Job Description:

To help families find and follow Jesus by resourcing supplies needed for Nursery through High School environments.

Reports to:

Family Ministry Administrative Assistant

Responsibilities:

- Work with Family Ministry Central Services as well as the Valencia Director of Student Ministry and Director of Children’s Ministry to make sure all environments are properly resourced with the supplies needed for curriculum and/or large group programming.
- Research, purchase, coordinate and organize supplies for Valencia Family Ministry campus.
- Maintain supply inventory, storage and workplace.
- Develop and maintain a system for organizing and distributing supplies for weekly programming and special events.
- Recruit, train and lead a team of weekly volunteers to organize and prepare supply needs for Valencia Family Ministry environments.
- Coordinate a team of volunteers to reset the weekend service environment each week.
- Coordinate a team of volunteers to reproduce print needs including life group guides, activity pages, coloring sheets, large and small group take home materials, and parent cue cards.
- Work within established budgets in conjunction with FMCS and the Directors of Children and Student ministries.
- Attend meetings as needed.
- Prioritize and pursue his/her own relationship with Jesus Christ as a model to the rest of the staff.
- Any additional duties as requested

Work Schedule:

Monday – Thursday

25 - 28 hours/week

Part-time, Non-exempt

My signature below indicates that I have read, understand, and acknowledged receipt of this job description. I am able to perform the essential functions as outlined. If I have any questions about job duties, I may contact my immediate supervisor or Human Resources. The information contained in this job description may be amended from time to time according to the needs of Real Life Church.

Employee Signature _____ Date _____