



POSITION DESCRIPTION COMMUNITY RESOURCE CENTER (CRC) COORDINATOR

Approved: May 5, 2023 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Temporary, Part-Time, 15-25 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Community Resource Center (CRC) Coordinator serves West Shore Free Church (WSFC) by coordinating WSFC's CRC community engagement project. This initiative reaches out to under-resourced immigrant and refugee families through providing after school tutoring and mentoring for children, a range of immigrant-focused services including adult ESL classes, connecting families with resources, cultural events, and periodic social activities. The CRC Coordinator will function as the point person responsible to recruit, train and support volunteers, build relationships with the students and their families, collaborate with community partners and refugee resettlement organizations, and generally keep the CRC organized.

QUALIFICATIONS

Ministry Specific

- Demonstrate professional or ministry experience appropriate to this position
- Evident concern for reaching people with the gospel who don't know Jesus as their Savior
- Cross-cultural and socio-economic awareness and sensitivity to navigate unknown challenges
- Prioritize hospitality and cultural humility toward community partners, volunteers and guests
- Willing and able to safeguard sensitive information
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative, is highly flexible, and works well with minimal supervision
- Values direct and open communication
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies
- Demonstrate a strong commitment to the corporate life of our church
- Become a member of WSFC within one year of employment



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RESPONSIBILITIES

Coordinate Tutoring/Mentoring Program

- Be present during CRC activities generally and coordinate activities with Geneva Greens administration
- Receive and process tutoring applications referred by the school district or directly from parents
- Recruit, on-board and train tutors
- Connect tutors to wait-listed students, if any, and students' families to the tutors
- Maintain the Activity Calendar and keep it up to date
- Maintain a group of substitute tutors to be contacted as needed
- Send out a weekly tutor communication
- Create flyers and other communications as required
- Monitor supply status and procure needed project materials

Support ESL Program

- Collaborate with team to support and expand the ESL programs
- Establish and utilize channels to advertise the program in the community
- Provide administrative support and purchases supplies as needed
- Assist in recruiting volunteers and connecting them to ESL leaders

Refugee Response

- Provide administrative support to the Refugee Response leadership team
- Keep the communications calendar organized
- Help plan and carry out volunteer training opportunities
- Collect content for the monthly newsletter
- Maintain mailing data base and updated volunteer list
- Direct incoming requests to the appropriate team members or community partners

Discern Direction/Continuation

- Evaluate current CRC uses and utilization rates, performance, numbers and progress
- Evaluate new community needs that emerge to determine whether the CRC can and should be involved

REPORTING RELATIONSHIPS

The CRC Coordinator serves under the general authority of the WSFC Elder Board and reports to the Multiply Pastor.

WORKING ENVIRONMENT

Limited physical activity. Primarily works in an office environment. Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours, but will vary to meet ministry needs.