



**POSITION DESCRIPTION
COMMUNITY RESOURCE CENTER
(CRC) COORDINATOR**

<p>Approved: May 3, 2023 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A</p>	<p>WSFC Employment Category: Regular, Part-Time, 15 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator</p>
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SUMMARY

The Community Resource Center (CRC) Coordinator serves West Shore Free Church (WSFC) by coordinating the primary CRC outreach activities. This initiative provides after school tutoring and mentoring for children of non-English speaking parents and organizes social activities to build community with their families. The CRC Coordinator will function as the point person responsible to recruit, train and support volunteers, build relationships with the students and their families, cooperate with Geneva Greens management and generally keep the CRC organized and clean.

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 cross-cultural relationships
- Self-starter who takes initiative, is highly flexible and works well with minimal supervision
- Value direct and open communication
- Manifest good character, wisdom, discerning judgment
- Understand and demonstrate 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 WSFC's Statement of Faith, Constitution & Bylaws and Mission, 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.

RESPONSIBILITIES

Coordinate Tutoring/Mentoring Program

- Be generally present during CRC activities and coordinate activities with Geneva Greens administration
- Receive and process tutoring applications from parents
- Recruit, onboard and train tutors



WEST SHORE
FREE CHURCH

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- Connect tutors to wait-listed students, if any, and students' families to the tutors
- Maintain a calendar of events including beginning and ending dates and school breaks
- Maintain a group of substitute tutors to be contacted as needed
- Send out regular communications to tutors to keep the team informed
- Create flyers and other communication pieces as required
- Monitor supply status and procure needed project and tutoring materials
- Keep the CRC space clean and organized
- Set up the space at the beginning of the school year and clear out the space at the end of the year
- Tutor students, as needed
- Fulfill additional responsibilities as assigned

Discern Direction/Continuation

- Evaluate current CRC use and needed adjustments to programs
- Evaluate new neighborhood needs that emerge to determine whether the CRC can and should be involved
- Be available to fulfill other responsibilities as assigned and as time allows

REPORTING RELATIONSHIPS

The CRC Coordinator serves under the general authority of the WSFC Elder Board and reports to the Missions Pastor. The position also works collaboratively with staff and volunteers to meet WSFC goals.

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.