

Stone's Hill Community Church Ligonier, Indiana

*"To lead people to God's forgiveness and
see them restored to all that God created them to be."*

AWANA ADMINISTRATOR - WEDNESDAY NIGHTS (5:30-8:30) **Time commitment: 5-10 hours / week**

Reports to: Senior Pastor and Elders

Must be in agreement with SHCC's statement of faith

Qualifications:

- Growing personal relationship with Christ with a sense of being called into ministry
- Love for children and a passion to teach, serve and equip them on their spiritual journey
- A heart to partner with parents as they pass on faith to the next generation
- Strong organizational/administrative skill with the ability to "think on their feet" and "go with the flow" when necessary
- Strong people skills with the ability to build, encourage and lead a large volunteer team
- A teachable spirit
- A teamwork mentality

Responsibilities:

Prep/ Remote Tasks (can be done on flexible schedule and out of the office as needed):

- Act as contact for all volunteers -
- manage team of 15 volunteers and be the main contact if they need to call off
- orient & train new volunteers as needed/ application/ background checks/ name tags
- 1-3 hours admin / planning
- Plan / arrange purchase of curriculum / items needed for events
- Meet in office at least 1 hour / every other week with volunteer lead to physically organize / prep
- Create check-in lists and print each week adding new registrations
- Communicate often using emails and Google spreadsheets / docs to manage staff and scheduling
- Attend CM Leadership meeting 1x/ month
- Help w/ reporting any needs/ updates to elder staff
- Communicate with parents- events/discipline etc

Same Day/ During AWANA tasks:

- Set up all tables in sanctuary and place all baskets and lesson items in place
- Set out snacks/ supplies
- Set out game room items & make sure game person has what they need for games
- Set out walkie talkies on check-in table
- Greet parents and kids at check in tables
- Be floating admin person throughout the night to manage flow of night/ discipline issues
- Large Group lesson - either teach 15 min large group lesson or arrange for other leaders to cover this slot
- Small group leader
- Worship Team Leader (This includes meeting 1st Wed of every month 6-6:30 to teach the team 3-4 new songs - can be with hand motions.)
- Occasional meetings after AWANA with leaders to discuss schedule/ events/ changes needed
- make sure all is cleaned up, including game room items

Contact: Joey Nelson - Senior Pastor shccpastor@yahoo.com

Please send resumes to shccpastor@yahoo.com