LAFAYETTE CAMPUS

CIRCLE OF FRIENDS DIRECTOR

REPORTS TO: Lafayette Campus Kids Ministry Director

RELATES CLOSELY WITH: Lafayette Campus Kids Ministry staff, Family Ministry team, Lafayette campus staff and COF volunteers and families.

CLASSIFICATION: Part-Time/Hourly (25-29.5 hours per week)

The primary responsibility of the Circle of Friends Director is to oversee weekend programming for kids and teens with disabilities and/or special needs. COF works in conjunction with the broader Kids Ministry team and is responsible for the vision, development, and execution of the Circle of Friends program. This role includes weekend and occasional evening hours.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

PROFESSIONAL QUALIFICATIONS:

- Previous work or volunteer experience within the area of developmental disabilities or special needs.
- Passionate about kids with disabilities and their families.
- Experience recruiting, developing, equipping, and encouraging volunteers.
- Superior communication skills, written and verbal.
- Self-motivated with excellent organizational and time management skills.
- Experience working with volunteers or comparable leadership capacities.

PRIMARY RESPONSIBILITIES

- Recruit, train, equip, and motivate volunteers.
- Manage the weekend volunteer schedule.
- Create an excellent environment in COF spaces for kids to learn, grow, and have fun.
- Build relationships with volunteers and ministry families--provides care, support and shows appreciation.

FLATIRONS COMMUNITY CHURCH