

Buddy Base Coordinator

Part Time (8 hours/week)

Reports to:

Children's Pastor

Supervises:

Volunteer team

Church Size:

1800-2500



SCOPE AND PURPOSE:

Work closely with parents of children with exceptional needs who would like their child to receive one on one support during weekend services, from birth through 6th grade (occasionally beyond). Support parents through the registration process, prayerfully and thoughtfully match students with a buddy, and foster relationships between all involved. Recruit, train, schedule and support team members so adequate support is received for all children.

PERSONAL EXPECTATIONS OR REQUIREMENTS

- Growing relationship with Jesus.
- Godly marriage and family (if applicable).
- Contributes to the spirit of unity among the staff and congregation.
- Fully supportive of First Free Church's Mission, Vision and Values.
- Functions well as a team player.
- Able to work with and submit to authority.
- Reliable and dependable.

PERSONAL QUALIFICATIONS

Creativity: To foster a child-appropriate, fun, and engaging atmosphere within the Buddy Base ministry.

Composure: To stay calm, poised, and effective in stressful or difficult situations; adjusting quickly to changing situations.

Initiative: To recognize and assume responsibility for work that needs to be done; to persist in the completion of a task.

Judgment: To discern what is appropriate, practical, and realistic in a given situation; to weigh relative merits of competing demands.

Resourcefulness: To formulate creative alternatives or solutions to resolve problems, to show flexibility in response to unanticipated circumstances.

Interpersonal Skills: To be confident and competent in interacting and communicating with pastors, staff, volunteer team, recruits, and members of the congregation.

PRIMARY RESPONSIBILITIES

- Work in coordination with and under the oversight of the Children's Pastor to coordinate and oversee The Buddy Base during weekend services.
- Recruit, train, oversee and schedule Buddy Base team members.
- Connect and communicate with parents through the registration and onboarding process.

- Pair a Buddy with students who are part of the Buddy Base ministry, for one-on-one support during the weekend services.
- Field and respond to emails and communicate consistently with Buddy Base team members and families, including potential families.