

## JOB DESCRIPTION

### POSITION INFORMATION:

<b>Position Title:</b>	<b>LRCKids HomeBase Director</b>
<b>Location:</b>	Waterloo, ON
<b>Date:</b>	September 2024
<b>Position Summary:</b>	The HomeBase Director will oversee LRC's Tuesday night kids club (HomeBase) for children grades 1-5 for kids LRC kids and the neighbouring community. HomeBase will create a safe space where kids will participate in fun, snack and Christ-centred teaching. HomeBase will be run in compliance with Plan2Protect regulations.
<b>Report to:</b>	Lead Pastor with regular updates to the Leadership Team (Elders).
<b>Classification:</b>	10 month contract; 10 hours per week
<b>Remuneration:</b>	\$20/hr

### Duties & Responsibilities:

No.	Description	Frequency (%)
PROGRAM PREP		
1.	<ul style="list-style-type: none"> <li>Develop the program for HomeBase including games, activities, lesson and snack.</li> <li>Oversee set up/tear down before and after HomeBase</li> <li>Recruit and lead a team of volunteers to help on Tuesday nights</li> <li>Work with Office Administrator to ensure that HomeBase is promoted across all LRC channels</li> <li>Ensure HomeBase is in compliance with Plan2Protect regulations (including using Check-in on PCO for registering kids)</li> <li>Weekly updates to Lead Pastor and other Admin as required</li> </ul>	50%
HOME BASE		
2.	<ul style="list-style-type: none"> <li>Lead a team of volunteers to execute the HomeBase program (1.5hr)</li> <li>Be the face of HomeBase to parents of children both from LRC and the community</li> <li>Ensure all kids are complying with the necessary regulations for the safety of all</li> <li>Be a pastoral presence for kids and volunteers</li> </ul>	50%

**Personal Requirements:**

- Ability to thrive in a team based environment
- Models an active and growing Christian faith as a disciple of Jesus Christ
- Spiritual gift of Leadership

**Skills and Abilities**

- Proven ability in mentoring, outreach and discipleship
- Proficient computer and technology skills
- Strong written and verbal communication skills
- Proven ability and passion to lead children
- Ability to connect relationally with parents, children and staff
- Proven ability to effectively build and lead teams
- Cross-cultural experience and sensitivity

*Equipment:*

This position requires use of standard office equipment.

*Working Environment:*

This position requires manual dexterity to perform a variety of routine physical activities (i.e. standing, sitting, walking, light lifting and participating in activities with youth).

The Lincoln Road Chapel Mission, Vision and Statement of Faith may be found on our website at [www.lrc.church/about/mission-vision-beliefs/](http://www.lrc.church/about/mission-vision-beliefs/)