

## **Job Title: AWANA Commander**

**Reports to: Coordinator, Children's Ministry (Anderson)**

**Employment Status: Occasional (8-12 hours per week)**

**Compensation Basis: Non-exempt**

**Staff Classification: Ministerial**

**Job Purpose:** To provide coordination and oversight of the AWANA program.

### **Duties:**

#### *Coordination*

- Implement a yearly calendar, set dues/fees, and manage facilities logistics and supplies
- Oversee management of participant records and work with group coordinators to order supplies and awards
- Oversee management of classroom leaders and assist group coordinators with filling in absent positions as needed

#### *Communication*

- Communicate AWANA programming and related issues to appropriate Grace Bible staff
- Organize advertising the AWANA program through GBC platforms
- Provide clear expectations and consequences for children to the volunteers and families
- Correspond regularly with parents, volunteers, and group coordinators about important announcements and upcoming events

#### *Leadership*

- Recruit, supervise, train, and develop volunteers with the help of group coordinators
- Run leader meetings before programming
- Plan and lead weekly opening and closing ceremonies and the annual closing ceremony with the help of group coordinators

#### *Parent/Family Ministry*

- Partner with families to provide resources and opportunities to grow as a family
- Address and communicate major discipline concerns with families
- Advertise and lead parent orientation at the start of the year

#### *Other Miscellaneous Duties*

- Organize registration at the start of the year and as needed throughout the year
- Coordinate store night/auction night with the help of group coordinators
- Organize nursery for parent volunteers (as needed)

**Qualifications:**

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision of GBC

*See GBC Personnel Manual for further information.*

*Revised September 2022*