



Aaron T. Brown, Sr.
Pastor

JOB DESCRIPTION

Director of Family Life Center

DATE POSTED: October 31, 2024
CLOSES: November 15, 2024
CATEGORY: Salary Based on Work-Related Experience
JOB TYPE: Part-Time (29 ½ hours per week)
WORKPLACE: Reedy River Missionary Baptist Church (Greenville, SC)
CHURCH SIZE: Under 500

JOB DESCRIPTION:

We are seeking a highly motivated person to manage the Family Life Center. This space includes a gymnasium, meeting space, multi-purpose style banquet room, and a commercial kitchen. Requires a creative, organized individual who will assist in developing new programming, as well as work closely with ministries to utilize this space for the church and community and ultimately connect people to Jesus and make Jesus known.

Essential Functions and Basic Duties:

Strategic:

- Provide visionary leadership and set strategic direction for the Family Life Center ministry and programming.
- Serve as Family Life Center representative.
- Create, develop, implement, and oversee all recreational programs for children, students, adults, and seniors in alignment with the church's vision.

Organizational Planning and Direction:

- Cultivate positive relationships among Internal Ministry Leaders.
- Meet responsibilities outlined by the church leadership for mission/purpose, financial oversight, public relations/communication responsibilities, and servant recruitment/development standards.

Operational Duties and Responsibilities:

- Directs the daily operations of the Family Life Center.
- Supervises all assigned staff.
- Attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends and establishes policy changes, assists in the planning, supervision, and implementation of recreation programs, monitors and evaluates programs.
- Ensures proper operation and maintenance of equipment.
- Responsible for facility/room set-ups, tear down, and cleaning for programs, events, and rentals; works with RRMBC facility staff to ensure proper cleaning and maintenance of building and exterior and building and grounds.
- Proposes annual budget.

Staff Development:

- Provide oversight and direction to the Culinary Coordinator.
- Support servant leaders with the ministries of the Family Life Center.

- Meet with Pastor/Church Leadership as required.

Performance Measures:

1. Church directives are met in a timely and effective manner.
2. The Family Life Center has growing, robust programming that connects people to Jesus and making Jesus known.
3. Budgets and applicable cost control measures are consistently achieved.

Qualifications:

1. Must love God with all your heart, soul, and mind with a passion for equipping people for ministry in the church, local community, and the world.
2. Commitment to the mission of the church.
3. Education: Associate degree Education/Certification in nonprofit administration, management, business, education, social work, or some related degree(s).
4. Training: Related training in an area of education.
5. Experience: Administrative Leadership in ministry or non-profit agency or business, supervisory experience, event planning.
6. Passion for and ability to plan, organize, and manage within the structure of a multipurpose complex including but not limited to assisting in the implementation of church ministry programs, varied needs of community members, working with business community leaders, athletics, etc.
7. Valid Driver's License to transport participants as needed.
8. Complete First Aid and CPR certifications.

Preferred Qualifications

1. Education: Bachelor's Degree Education/Certification in nonprofit administration, management, business, education, social work, or some related degree(s).
2. Training: Related training in an area of education.
3. Experience: Administrative Leadership in ministry or non-profit agency or business, supervisory experience, event planning.

Skills/Abilities:

- Comfortable working in a Christian environment.
- Excellent communication and interpersonal skills with the ability to establish and maintain healthy relationships across the entire demographic of the congregation including volunteer recruitment and management.
- Proven ability and commitment to work collaboratively with other leaders and staff.
- Demonstrated planning, organizational and administrative skills.
- Proven ability to effectively manage staff and finances.
- Proven ability to follow and implement direction provided the Pastor and Church Leadership.
- Possess contemporary computer skill sets.

Please send resume' with cover letter to:
Reedy River Missionary Baptist Church
PO Box 676 Mauldin, SC 29662

Attn: Human Resources Ministry

Salary to be finalized upon job offer.