

Rock Lake Community Life Center Coordinator
Rock Lake Community Life Center
Rock Lake Presbyterian Church
905 Village Drive, South Charleston, WV 25309

The Rock Lake Community Life Center (RLCLC) committee is seeking a self-motivated person to help the RLCLC meet the needs of the local community. The RLCLC exists to provide resource, care, space, and opportunities to come together in various ways. We are looking for a Christian who will be able to work with people of all backgrounds, interests, needs, strengths, and weaknesses. The coordinator will be a caring, praying empathetic leader who is able to carry out the tasks in the job description attached.

The position will also require one who is computer & Internet literate, detail oriented, a competent manager, able to work 35 hours a week, outgoing, friendly, thoughtful and able to communicate well.

The position will be funded through joint support from Rock Lake Presbyterian Church (RLPC) and a grant from AmeriCorps.

Below are a few highlights of our 2016 activities:

- We provided housing space at the Rock Lake Community Life Center (RLCLC) for YouthWorks (www.youthworks.com) in the summer. YouthWorks' mission is "We exist to connect teenagers to God, each other and communities through life-changing Christ-centered mission trips." We intend to partner with them again in 2017.
- We give regular meeting space to the Stevenson Group, who help physically- and emotionally-challenged young people achieve their life potential.
- We are partnering with Pollen8 (www.pollen8solutions.com) as they seek a grant to fund Camp Appalachia. "Camp Appalachia is a monthly weekend camp offered to children ages 7-12 years of age where one or both of their parents are substance abusers. The children come together one weekend per month to learn about addictions, coping skills... they are not alone through the process of recovery."
- We sponsor the RLCLC Arts Camp. In 2016, for the first time, we offered two one-week camps. More than 100 youth attended the Arts Camp.
- We provide meeting space for Kanawha Valley Church (kanawhavalleychurch.org) for Wednesday evening worship services at the RLCLC. Worship is 7-8pm.

For more information, please contact one of the people on the RLCLC committee:

Hilda Alsop	(304) 542-7536
Scott Hamilton	(304) 747-4711
Ken Schmidt	(304) 881-2408

Title: Rock Lake Community Life Center Coordinator

Job Description:

- Act as primary contact for all existing and future programs, organizations or individuals involved with Rock Lake Community Life Center (RLCLC).
- Coordinate with the Rock Lake Presbyterian Church (RLPC) secretary upcoming events and groups using the RLCLC facility to ensure the church calendar is up to date. With RLPC's secretary, maintain a unified church and RLCLC calendar accessible remotely.
- Contribute prospective and retrospective articles for the church bulletin and newsletter. Maintain RLCLC's Facebook page. Work with news media to advertise significant RLCLC events that are open to the public.
- Oversee the day-to-day operations of the facility.
- Schedule events, activities, rentals, etc.
- Have facility ready for events, activities, rentals and visitors; all public spaces are kept clean and presentable.
- Maintain the facility by either repairing simple items or working with RLCLC committee and RLPC's property chair to arrange repair or adding to volunteer work list.
- Maintain an evergreen list of volunteer opportunities at RLCLC.
- Fundraising including looking for and applying for grants.
- Volunteer recruitment, training and coordination when they volunteer their time helping at RLCLC.
- Supervise on-site events, groups, etc., as necessary. Meet and tour individuals or groups that are considering using the RLCLC. Get rental contract signed and obtain deposit and payment for rental (if applicable). Check-in individuals or groups when they arrive (and if needed check-out).
- Oversee special projects.
- Participate in weekly RLCLC Committee weekly meetings, currently 1:30 PM on Wednesdays. Suggest improvements in the work process, possible new activities at RLCLC, etc.
- Have regular hours at the RLCLC. Details to be negotiated.
- Build on what has been done before; don't start over. Review work by predecessors.
- Maintain records of work done for RLCLC, such as, but not limited to:
 - Volunteer lists/logs and contact info for all the volunteers that give us their info.
 - List of all the contacts you work with regarding RLCLC.
 - Notes from working with groups/individuals, etc. that are interested in or have scheduled using the RLCLC.
 - Pictures taken at RLCLC.
 - Archive RLCLC website when updates are made.
- Other duties to be assigned.