



Position Description

Play Area Coordinator

And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, "Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." (Mark 9:36-37)

1. Accountable To: Fishers Site Pastor

2. Ministry Vision

Support the Fishers Site in reaching, caring, and building so that the next would be encouraged in the wonder of following Jesus. Established in Christ, Cornerstone Lutheran Church is building God's kingdom by reaching beyond ourselves to bring people into a caring community.

3. Service Expectations

Our goal is to create a calm, consistent, welcoming, nurturing, engaging, joyful, comforting environment for the indoor play area at CLC Fishers. The Play Area Coordinator must have a ministry mindset, a desire to bring other people into the church for a relationship with Christ, and support CLC's mission.

4. General Responsibilities of the Play Area Coordinator

a. Administrative Expectations:

- Recruit, manage, and schedule play area desk and cleaning staff.
- Be a staff presence throughout the week in the Play Area.
- Maintain accurate and up-to-date guest attendance records.
- Supervisor communication:
 - Consistent and open communication with Cornerstone staff regarding procedures, updates, projects, and events.
 - Training – Equip and encourage play area workers and cleaning staff.
 - Hold staff meetings as needed to encourage and equip play area staff.
 - Maintain First Aid/CPR standards for play area workers.

b. Facility Maintenance Expectations:

- a. Ensure that adequate quantity of play area supplies is maintained.
- b. Monitor cleanliness of the play area and communicate with staff as needed.
- c. Report repairs when necessary to the Facilities Director.

- c. Site Ministry:
 - Collaborate with the Fishers Site Pastor on ways to increase community awareness and connection in Fishers through the Play Area.
 - Facilitate needed resources for play area engagement opportunities as needed.
 - Engage disciples for volunteer opportunities as needed.

5. General Qualities

- a. Demonstrates a growing relationship with Jesus.
- b. Ministry Minded – Sees job as a ministry and has a heart for children and their families.
- c. Team Player – Uplifts, encourages and speaks well of the team & volunteers.
- d. Should be able to work with minimal supervision along with having the initiative to complete tasks without a set schedule.
- e. Strong interpersonal skills to work with other employees and disciples of CLC.
- f. Ability to be flexible, resilient and patient.
- g. Welcoming and friendly, helping to connect people in ministry.
- h. Computer savvy – able to utilize Planning Center and other tools to connect with volunteers.
- i. Maintains active worship attendance.

6. Hours

This is a part-time hourly position without benefits. Approximately 10 hours week. This position will be located at the CLC Fishers site.

Resume Submission

To apply, please submit resumes to Craig Huffman, Chief Operating Officer, at chuffman@cornerstonelutheran.church. Questions may also be directed to Mr. Huffman at that email.