
HOMES FOR FAMILIES – ACTIVITIES COORDINATOR / MAINTENANCE

Position Assignment

Title: Homes for Families – Activities Coordinator / Maintenance
Organizational Unit: Homes for Families
Recruited by: Director of Homes for Families
Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Director of Homes for Families
Staff Team: Vice President of Campus Ministries, Homes for Families – Director, Director of Maintenance, and all STCH Ministries staff to enhance the total program

Basic Functions

The Activities Coordinator/ Maintenance plays an important role in the Homes for Families program of South Texas Children’s Home Ministries (STCH Ministries). As Activities Coordinator this position coordinates the activities and recreational programs for Homes for Families with an emphasis on the spiritual growth and development of each child. Also acts as liaison with off campus groups for activities on and off campus with Homes for Families students and staff.

As maintenance this position provides maintenance of all properties, structures, grounds, and vehicles for STCH Ministries’ Homes for Families campuses to ensure they are in a state of good repair, function, and appearance.

Activities Coordinator Responsibilities

1. To encourage a relationship with Christ and help develop spiritual growth with each child.
2. To develop, transport, and supervise recreational and Christian spiritual growth activities on and off campus.
3. To work with Director to implement TBRI methods for child sensory play and activities for Homes for Families campus.
4. To publish a monthly activities schedule.
5. To coordinate volunteers, summer interns, and coordinate groups who come to Homes for Families to do ministry work and other activities on campus.
6. To organize schedule summer camps, VBS, and mission trips.
7. To keep equipment and supplies up to date and organized.
8. To assist the Director with the budget, in regards to line items related to activities, helping to anticipate expenses which help operate the Homes for Families program in accordance with the

Position Description

STCH Ministries



budget approved by the STCH Ministries Board of Directors.

9. To coordinate with Homes for Children Director of Student Ministries, to include Homes for Families children in events participated on by Homes for Children.
10. To work with Director, Child Care staff, Resident Coordinators and Caseworker when coordinating events for Homes for Families children.

Maintenance Responsibilities

1. To provide maintenance of all properties, structures, and grounds on Marshall Ranch Campus. Maintaining maintenance in the areas of carpentry, painting, roofing, flooring, locks, ceilings, plumbing, and furniture repair.
2. To assist in maintenance of STCH Ministries vehicles.
3. To include and coordinate work days for the older children on campus during spring break and summer.
4. To report any major maintenance problems to the Director of HFF.
5. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Families – Activities Coordinator / Maintenance.

Employee Signature

Date

Employee Supervisor Signature

Date