

**LOMA LINDA UNIVERSITY
JOB DESCRIPTION**

DEPARTMENT: CAPS	COST CENTER: 1100001074
POSITION TITLE: Student 3 (CAPS Kids Rock Coordinator)	REPORTS TO: Director-CAPS
JOB CODE: UH8203	FLSA: Non-exempt
ANNUAL PHYSICAL REQUIRED: No	Date: May 14, 2012

JOB SUMMARY

Coordinates the Kids ROCK: *Reaching out N Christ to Kids* program. Leads out in an exciting community-based ministry involving youth from the SACHS Norton surrounding community.

Provides local children ages 5-12 a safe haven while sharing the love and hope that Christ has to offer in a caring and fun environment. Develop a weekly program that allows volunteer groups, i.e. church groups, LLU school classes, etc. to share God's love in a fun, creative and dynamic way! CAPS is looking for someone who is proficient in communication, organizing and coordinating events, works well with elementary aged children and Spanish speaking skills a plus! This position will have a 3 month probationary period at start of employment. Performs other duties as needed.

I acknowledge that I have received, read and understood my job description and physical demands.

Employee's Name: _____ Date: _____
Please Print

Employee's Signature: _____ Employee #: _____

PRIMARY JOB DUTIES*

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| 1. | E | Recruits weekly short and long term volunteers from LLU and Community to attend and lead out the weekly Saturday program at the SACHS Norton Clinic. |
| 2. | E | Recruits youth from the local community to attend (mostly ages 5-12). |
| 3. | E | Creates curriculum and coordinates weekly outreach program on Saturdays, including singing, biblical stories, games and artistic activities. |
| 4. | E | Organizes field trip events quarterly. |
| 5. | E | Updates families upcoming events. |
| 6. | E | Organizes necessary event materials, being prepared weekly for Saturday. |
| 7. | E | Coordinates weekly/monthly orientation for upcoming groups who plan to lead out. |
| 8. | E | Maintains weekly logs for yearly report. |
| 9. | E | Performs other duties as needed to support CAPS office |

**This document is not all-inclusive as to the Essential and Marginal functions of the job and is subject to the change.*

JOB SPECIFICATIONS

1. **Education:** Currently enrolled as a Loma Linda University student. Must be eligible for Federal Work Study program.
2. **Licensure:** None
3. **Experience:** None required. Some office and community relations experience preferred.
4. **Essential Technical/Motor Skills:** a. Ability to operate a computer, b. Ability to process and sort mail, c. Ability to communicate fluently in English. d. Bilingual in English/Spanish preferred.
5. **Interpersonal Skills:** Works well with others, is cooperative, takes initiative, participates well in a team environment, good communication skills, ability to take direction, asks questions when doesn't understand what needs to be done.
6. **Essential Physical Requirements:** SEE PHYSICAL DEMANDS
7. **Essential Mental Abilities:** Ability to work on multiple tasks simultaneously and able to work under minimum supervision.
8. **Essential Sensory Requirements:** Ability to see and hear to communicate with others and to operate office equipment.
9. **Exposure to Hazards:** Hazardous materials pertinent to this position are described in the department's Material Safety Data Sheets (MSDS) manual on line @ http://wisdom.mc.llumc.edu/envhealth/Table_of_Contents.html.
10. **Age Specific Criteria:** Age specific criteria pertinent to this position are contained and described within the department Performance Standards; additional criteria may be listed in separate documents by the department.
11. **Other:** This job requires a commitment of 15-20 hours a week; **3 of which will be on Saturday from 1:30 – 4:30 pm.**

