

St. Paul Lutheran Church, Sheboygan Falls

MINISTRY POSITION: Program Assistant of The Gathering Place

REPORTS TO: Director of The Gathering Place

DATE: January 2019

MINISTRY: The Gathering Place & Memory Matters

REVISED BY: Leah Zehel

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TEAM MINISTRY:

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. Paul's Ministry responsibilities may change as the needs of the congregation change.

We expect our entire Leadership team to be constantly seeking the Lord's "vision" for our congregation. Our Lord has commanded us to "Go, making disciples of all nations...baptizing...and teaching them to obey (Christ)..." (Matthew 28:19-20). The people of St. Paul Lutheran Church, praying for God's guidance and strength to fulfill His command, have adopted this Mission Statement: "As friends of God through Jesus, empowered by the Spirit, we are Connecting People to Christ by sharing His love in word and action everywhere we are".

POSITION PURPOSE:

The Program Assistant of The Gathering Place will guide the volunteers by leading the daily activities for the participants.

REPORTING RELATIONSHIP:

- Reports to the Director of The Gathering Place and Memory Matters.
  
- No staff report to this position.

ESSENTIAL FUNCTIONS:

- Oversee and plan an entire program day/s.
  
- Maintain and purchase supplies as needed. Maximize storage space.
  
- Set up and cleanup of activities.
  
- Develop monthly calendar in conjunction with the Director and other Program Assistants.
  
- Plan and implement field trips.
  
- Assist with training new volunteers.
  
- Address The Gathering Place volunteers via morning reports.
  
- Lead devotions with the participants at the start of the day.
  
- Lead prayer during morning report and during meals.
  
- Attend industry appropriate meetings; Dementia Care Network, Alzheimer Association, Memory Walk, Conferences

- Provide coverage for the other Program Assistants at The Gathering Place.
- Assist participants in personal hygiene as needed
- Write a monthly newsletter article
- Remain current on all state guidelines and implement them to ensure the program maintains its state license.
- Attend TGP & MM Staff Meetings.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position.

- Performs other duties as assigned or as necessity dictates.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- A high school diploma is required. Preference will be given to those with a degree in therapeutic recreation or previous experience in activities.
- Previous experience working with the elderly required. Preference will be given to those with previous experience with memory loss.
- Previous experience working and leading volunteers preferred.
- Must be a spiritually mature Christian, committed to leading a Christian life and committed to the mission and core values of St. Paul.
- Excellent teamwork and organizational skills.
- Ability to turn problems into solutions by taking ownership, being proactive, exploring and suggesting solutions.
- Experience in using Microsoft Office products and electronic mail.
- Must have high attention to detail and accuracy.
- Ability to work independently with minimal supervision and make decisions with good judgment.
- Demonstrated strong problem solving and analytical skills.
- Ability to prioritize workload with time constraints.
- Must maintain confidentiality for all participants and families.

MENTAL/PHYSICAL REQUIREMENTS:

- Exposed to normal office environment.
- Operates all equipment necessary to perform the job.
- Able to sit, stand and walk for prolonged period of time.
- Able to lift at least 20lbs.