

Coordinator of Community Life at Reality Ministries: Job Description

Coordinators of Community Life (CCLs) work to foster friendship amongst people of all abilities marked by mutuality, authenticity and the reality of Christ's love for all.

- 1. Community Care:** CCLs shepherd and facilitate involvement of participants and volunteers under their care (about 70 people with and without I/DD).

CCLs Shepherd the Community

- CCLs make visits, attend significant life events, and pray with and for their community regularly.
- CCLs work to train, equip, and facilitate community among the volunteers in their group.
- CCLs work to welcome new participants and volunteers, getting to know them and their families, familiarizing them with Reality programs, and connecting them with new friends.
- CCLs attend to the gifts of the persons in their group (such as musical skills or leadership aspirations), as well as needs (for instance, if a participant needs one-on-one support).
- CCLs tend to the spiritual wellbeing of participants in their group through offering regular prayer and presence, facilitating regular engagement with Scripture, and continually reminding each person of their belovedness in Christ.

CCLs communicate regularly with all participants, volunteers, and caregivers

- CCLs dedicate a significant portion of their time to communication about Reality programs, significant life events, and personal needs of the community. This communication happens via email, phone calls, mailings, and in-person contact.
- It's essential for the CCL to see this communication piece as connected to their shepherding role. Good communication with our participants and their families is vital for their experience of belonging within RM.

- 2. Reality Programming:** The responsibilities for coordinating programs include

- **Planning:** CCLs cast a broad vision for all of our programs and carry that vision forward. We design the groups, create a schedule and equip and support group leaders. CCLs consider the ways that our programs invite us to encounter Jesus in Scripture and through one another.
- **Registration:** CCLs coordinate sign-ups with participants, and volunteers every season. They assign people to groups and communicate those assignments.
- **Oversight:** CCLs equip leaders with advice on relational dynamics in their group and ideas for activities. CCLs support, check-in, and troubleshoot regularly.
- **Communication:** CCLs ensure that volunteers and participants have correct information about the content of their groups and arrival/departure times.
- **Leading:** Plan and execute several groups, paying particular attention to the accessibility of each activity.
- **Equipping:** CCLs empower staff, volunteers, and participants – to lead programs and be good friends. This includes orienting Community Life Assistants (CLAs) and interns to the Reality community and supervising their work.

The programs that CCLs coordinate include...

- **Evening Gatherings** - Once weekly gatherings of about 60 people, which center around singing, sharing food, engaging with Scripture, and deepening in friendship.
- **Morning Mingles** - Weekly gatherings at the Reality Center with about 30 participants, volunteers, and caregivers, which include a walk or group activity, time for sharing, and a meal.
- **Interest Groups** - Small, interest-based group meetings with topics running the gamut (cooking, karaoke, current events, coloring, songwriting, and much more).
- **Special Events** - Under the leadership of our Special Projects Coordinator, CCLs assist with several yearly community-wide events, including a winter ball, Christmas Live Nativity, our Annual Talent Show at the DPAC, and more
- **Retreats** - Overnight trips that happen at least once per year to the lake or a retreat center

- **Meetups-** One-off gatherings of participants and volunteers out in the community

3. In addition to the above roles, all Reality staff, including CCLs, are tasked with a few general staff responsibilities, including:

- Weekly staff meetings and staff development
- Weekly CCL Team meetings
- Biannual staff retreats
- Fill-in as needed for other staff members who are out on vacation, maternity/paternity leave, etc.
- A front desk shift
- Fundraising support (attending events, writing thank-you notes to donors, etc.)
- Support of the Reality Community Life Assistants and Interns assigned to their group

Reality Values:

1. Mutuality
2. Racial Equity and Anti-Ableism
3. Jesus at the Center
4. Personalism
5. Community of Belonging

Statement of Inclusion:

Reality Ministries is rooted in the all-inclusive love of Jesus and the belovedness of every person. Our community includes all sorts of differences...ability, race, ethnicity, faith, culture, sexual orientation, gender identity, theological perspective, socioeconomic status, citizenship, language. Committed to fostering a community of respect and standing against all forms of discrimination, we seek to be a community of welcome where inherent dignity is affirmed, diverse gifts are celebrated, and sacredness of every person is valued.

Qualifications required for CCL role:

1. Desire to build beloved community amongst people with and without developmental disabilities
2. Commitment to racial equity and Reality's resolve to dismantle white supremacy culture in our community
3. Relational capacity to pastor and accompany participants and volunteers
4. Strong administrative skills
5. Initiative and creativity
6. Excellence in communication
7. Excitement about being part of a relational team culture that values collaboration

Flexible 35-hour week schedule

Generous vacation leave time policy

Salary \$51,365

Send a resume and letter of interest to Anna Hood at anna@realityministries.org

Creating opportunities for adults of all abilities to experience belonging, kinship and the life-changing reality of Christ's love.