



# VISION AND CALL FELLOW POSITION DESCRIPTION PEACE COMMUNITY CENTER SERVICE TEAM



## ABOUT PEACE COMMUNITY CENTER

Peace Community Center is a community organization that believes education is an integral part of a strong community. We support and encourage Tacoma's Hilltop neighborhood youth to cultivate academic and leadership talents so they can gain full access to educational opportunities and reach their full potential. The Center lives out its mission through educationally focused programs and by building relationships that support students to be successful from elementary school through their post-secondary graduation.

## ABOUT PEACE LUTHERAN CHURCH

Peace Lutheran Church is an urban congregation in the heart of the beautiful Hilltop neighborhood of Tacoma. We seek to reflect the ethnic, generational, socioeconomic, and cultural diversity of the Hilltop community. We work alongside the Peace Community Center to serve the neighborhood, providing much-needed academic, spiritual, and personal development support services to Hilltop children, youth, and families.

Our mission: Compelled by the love of God and our faith in Jesus Christ, Peace Lutheran Church, a diverse people of faith, in partnership with Peace Community Center, seeks to realize God's dream for the world through worship, learning, giving, and serving.

Our vision: We believe God's vision for Peace is to be a diverse community of faith in the Hilltop where all are welcome – a community that is *Spirit-filled, compassionate, healthy, reconciled, and just.*

## ABOUT VISION AND CALL AND OUR SERVICE TEAM

**Vision and Call Elementary and High School Fellows** serve as leaders in Peace Lutheran Church children/youth ministries *and* lead Peace Community Center volunteer recruitment and management of volunteers-bridging the students and programs from the Church and Center. Vision and Call Fellows are called to mentor children and care for families through Peace Community Center academic programs; reach out and build disciples for Christ in the community; and connect families to Peace Community Center and the Hilltop neighborhood with the life and ministry of Peace Lutheran Church. Two Vision and Call Fellows serve on Peace's Service Team each year, one at the elementary level and one at the high school level

**Service Team members are skilled at supporting students and are passionate about service and learning.**

Team members support the academic and holistic growth of students 2nd-12th grade in Tacoma's Hilltop neighborhood by working with the Center's educational programs. Members will:

- Develop a strong connection to community
- Grow in self-awareness and cultural competency
- Gain additional skills to successfully work with students and lead as professionals

## ESSENTIAL RESPONSIBILITIES

### **Peace Lutheran Church Children/Youth Ministry** (*Elementary and High School Fellows*)

- Serve as an adult leader in Peace Lutheran Church children/youth ministries of Bible study, faith formation, service, and fellowship in order to build disciples for Christ. The Vision & Call Fellow will take lead in one or more of the following activities:
  - + Sunday School and Children's Worship on Sundays
  - + Children/Youth Education Programming (i.e. Kids at Peace on Fridays, Angel Choir etc.)
  - + Special Events (i.e. Family Nights, cross-generational events, lock-ins, servant experiences etc.)
- Attend Sunday Worship weekly and volunteer to assist occasionally;
- Contact families at least every other week to invite to children's ministry activities;
- Support youth and family ministry.

### **Peace Community Center Volunteer Coordination** (*Elementary and High School Fellows*)

- Serve as a volunteer coordinator at the elementary/high school program;
- Recruit, orient, train and support volunteers, primarily supporting the academic needs of students (i.e. tutoring and homework help) and matching volunteers with students in need of support;
- Lead program's team of volunteers: create a shared goal/purpose and regularly communicate regarding progress towards that goal;
- Expand and support community partnerships;
- Serve on the Center's Volunteer Management Committee.

### **Peace Community Center After-School Tutoring Floor Manager** (*High School Fellow only*)

- Oversee the daily operation of the after-school tutoring program;
- Support the behavior management and student accountability during homework help/tutoring;
- Support team in monitoring students' educational progress; track all data collection for internal and external reporting and submit in a timely manner;
- Help implement community building activities for students and/or their families.

## QUALIFICATIONS & REQUIREMENTS

- A belief that all students can be successful!
- Person of faith in God and heart for ministry with urban children, youth and families;
- Respects and celebrates diversity;
- Encourages all people to use their God-given gifts to serve God;
- High School Diploma or GED required, with some post-secondary education preferred;
- Interest and experience in youth development/education, ministry, and service;
- Self-starting: proactive and able to structure one’s time and responsibilities to meet deadlines;
- Learning/growth mindset—seeking to develop and grow as a professional;
- Good communicator able to build bridging relationships with students, families and partners;
- Alignment with Peace Community Center and Peace Lutheran Church values and mission;
- Use word processing programs (e.g. Microsoft Word). Experience with Excel, Access, Publisher, PowerPoint, Google Apps or Google Docs is a plus.

## BENEFITS AND HOURS

- Monthly living stipend of \$1,333 and a “Service Completion Award” of \$2,000 to be used as you transition out of service.
- Local low-cost housing available
- On-going vocation & faith development and mentoring
- Professional Development and training to prepare for future careers in ministry, non-profit administration, education, program development and social work
- Service term is Sept 1, 2017-July 15, 2018 (two terms/years of service is encouraged)
- Position serves ~ 40 hours/week

Sample Vision and Call Fellow Schedule <i>(varies depending on programming/ministry needs)</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Church: 8:30 -12:30	PCC Afterschool Program 2:00-6:00pm	PLC 10:30-2:30  PCC Afterschool Program 2:00-6:00pm	PLC 10:30-2:30  PCC Afterschool Program 2:00-6:00pm	PLC 10:30-2:30  PCC Afterschool Program 2:00-6:00pm	Training/ Meeting: 9:00-2:00  PLC Program: 2:00-6:00	<i>Monthly Family Event</i>

## TO APPLY

Applicants will be reviewed on a rolling basis starting May 1, 2017 until both positions are filled. The Vision & Call Fellow Application consists of two-parts:

1. Complete the online application found on our website and at [tinyurl.com/VCapplication](http://tinyurl.com/VCapplication)
2. Send a Resume **and** one letter of recommendation to [serviceteam@peacecommunitycenter.org](mailto:serviceteam@peacecommunitycenter.org)

## FIND MORE INFORMATION AT [PEACECOMMUNITYCENTER.ORG/SERVE/](http://PEACECOMMUNITYCENTER.ORG/SERVE/)

For more information contact Kerri Pedrick, Team Supervisor,  
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