

The Association for Christian Schooling in Calgary South (ACSCS) operates Trinity Christian School, a Christian Alternative School Program within Palliser Regional Schools that offers a Kindergarten to Grade 9 faith-based learning environment to families in south Calgary. Trinity Christian School began as a private school in 1993 growing to over 400 students today, nurturing the unique God given gifts and talents of every child. In 2012 the ACSCS entered into an agreement with Palliser Regional Schools whereby Palliser Regional School provides the educational staff for Trinity Christian School (TCS) and the ACSCS continues to be responsible for student admissions, providing the facility and ensuring the delivery of education is consistent with the Statements of the ACSCS (Basis & Purpose, Statement of Faith, and Statement of Educational Principles).

The ACSCS is seeking an Event & Volunteer Coordinator to be responsible for coordinating community events and attracting volunteers in order to foster a sense of community among families at TCS. The Event & Volunteer Coordinator reports to the Executive Director and works closely with the Development Coordinator and Development Assistant. Position is permanent part-time, up to 20 hours per week.

## **Key responsibilities include:**

### **Community Events**

- Coordinating and liaising with volunteers:
  - New Parent Orientation
  - First day of School Cobs & Dogs
  - New Parent Tea
  - Grandparents Tea
  - Pastor's Breakfast
  - Movie Nights
  - Alumni events, newsletter & developing and maintaining database
  - Other as needed

### **Fundraising Community Events**

- Coordinating and liaising with volunteer fundraising committees:
  - Annual Dinner and Live Auction
  - Golf Tournament
  - Other as needed

### **Volunteer Relations**

The Christ-centered community of TCS is strengthened and improved by volunteers sharing their gifts, skills and talents.

- Promote, educate and encourage volunteerism
- Communicating how volunteering makes a “difference” and the benefits of “giving back”
- Promoting volunteering opportunities – committees, weekly/monthly and events
- Leading, supporting and empowering volunteers
- Attracting volunteers due to the value perceived in the opportunities, mission, vision and values of TCS
- Maintain Sign-up Genius
- Maintain Volunteer Skills Database

**Qualifications:**

- Demonstrated success with regards to:
  - Volunteer Management
  - Event Planning & Management
- Strong team work orientation
- Strong problem solving skills
- Strong communication skills - listening and speaking
- Writing and editing skills
- Social media skills
- Computer skills
- Self-starter and highly motivated
- Ability to work independently
- Willingness to work flexible hours
- Committed to the mission, vision and statements of faith of ACSCS
- Able to multi-task across numerous projects and meet deadlines

**Contact Information:**

To respond to this opportunity, please forward your resume and personal statement of faith together with a cover letter to:

Email: [greg.kern@pallisersd.ab.ca](mailto:greg.kern@pallisersd.ab.ca)

Job Posting: Oct. 28, 2015

Application Deadline: Closed on Nov. 18, 2015