



Believers Temple Word Fellowship Church Position Description

Division Magnification Ministry

Position Title **Director/Assistant, Drama Guild (Volunteer)**

Position Summary

Under the general direction of the MOH Administrator and Assistant Administrator, the Drama Guild Director is responsible for partnering with the assigned MOH Facilitator to ensure that this operates efficiently and effectively; promoting the overall vision, mission and values of Believers Temple Word Fellowship Church. The Drama Guild Director is responsible for the overall management of the Drama Department and ensuring that the ministry's policies and procedures are being followed in an effective manner. Duties are inclusive of but not limited to the following:

Essential Duties and Responsibilities

- Meets on a scheduled and as needed basis with assigned Ministry of Helps Facilitator; serving as a communication liaison for the Ministry of Helps Administrator and Assistant Administrator.
- Partners with the Ministry of Helps Facilitator to develop and implement a volunteer recognition program appropriate for ensuring that volunteers are managed equitably, treated fairly and appropriately trained.
- Partners with the MOH Facilitator in developing and publishing policy and procedural guideline information for all drama department members.
- Oversees the development and structure of all drama guild departments to insure they function with excellence and are in line with the mission and vision of BTWF.
- Responsible for event coordination with peer directors for special programming events i.e. new years eve play.
- Meets monthly with the Magnification Facilitator to discuss progress, concerns, goals, accomplishment and budget planning.

Knowledge, Skills and Abilities

- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility

- Experience managing staff/resources
- Excellent administrative skills
- Critical thinking and problem solving skills
- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of Microsoft Word, Excel, internet applications, and email application.
- Excellent communication and organizational skills

Please Contact:

Elder James Paine

Ministry of Helps Administrator

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For additional information