



PART-TIME CAFE ASSOCIATE- VCC

OBJECTIVE: To advance the mission and vision of Valley Church by engaging with our community and creating a hospitable environment for our Valley Community Center (VCC) guests.

COMPENSATION/STATUS: Part-Time; Tuesdays and Thursdays 8:30-3:00pm; Additional or flexible hours may be required to support busy seasons and/or special events.

ROLE: The Café Associate position is ...

DNA Carrier: Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church and the VCC.

- **Ambassador:** Represents Valley Church well to guests at the VCC.

PERSONALLY: The Café Associate is ...

- **Highly Relational:** Loves, enjoys and excels at relating to individuals within the church as well as unchurched members of the community.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Trustworthy:** Has unwavering loyalty to Christ, senior leaders, and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.

JOB: The Café Associate position is responsible for ...

- **Caring for our guests** - Warmly and enthusiastically welcoming guests to the VCC and the café.
- **Caring for Maplenol Cafe** – Overseeing facilities including cleaning, organizing and supply inventory.
- **Maplenol Café Strategy** – Implementing an annual plan for menu, seasonal offerings, programming, etc...
- **Leading Café' volunteer staff** – including training, supervising, and developing.
- **Provide support for major community bridges events** – Valley Classic Car Show, Holiday Makers Market, Upward Sports, etc..
- **Assist with major church events** – Love You Des Moines Days, Good for All Conference and the Great Pumpkin Party, for instance.
- **Other duties** as assigned by Associate Director of Community Bridges.



RELATIONSHIPS of the Café Associate include ...

Reports to	Associate Director of Community Bridges
Works closely with	Cafe Associate and Volunteers
Supports	VCC Staff

SUCCESS of the Café Associate position is defined by ...

- **Passionate alignment:** There is excitement and intentionality about the mission, values, strategy, and impact of our church.
- **Building bridges:** Vitally connects members of the church and the community to the Body of Christ; and vice versa.
- **Equipped volunteers:** Volunteers are properly trained and equipped to serve.
- **Leader Support:** VCC staff and leaders are supported and encouraged.