



VOLUNTEER ROLE DESCRIPTION – CAFÉ DESIGN COORDINATOR DATE: July 13, 2018

TITLE: Café Design Coordinator
LOCATION: 1207 Kingsway, Vancouver, BC, V5V 3E2
DEPARTMENT: Scripture Resources
REPORT TO: Bible Centre & Café Supervisor

JOB SUMMARY

This is an unpaid volunteer position that takes place at the Canadian Bible Society’s British Columbia Bible Centre & Café, located at 1207 Kingsway, Vancouver, BC, V5V 3E2. The Café Design Coordinator will assist in creating seasonal and event-based decorations to promote the Bible Centre & Café.

PRIMARY TASKS / ACTIVITIES

| Works under the leadership of the Bible Centre & Café Supervisor by doing the following: | % OF TIME |
|--|-----------|
| <ul style="list-style-type: none"> Working to ensure that the Bible Centre & Café are decorated appropriately for the given season and/or event that is taking place; creating and taking initiative in coming up with new and creative ideas for the design of the given space; assist with electronic posters and designs for promotional and outreach initiatives; assisting with setting up in the beginning of the day and cleaning up at the end. | 70% |
| <ul style="list-style-type: none"> Responding to requests provided by the Bible Centre & Café Supervisor as needed on a timely basis. | 30% |
| Total = 100% | |

JOB SPECIFICATIONS

EXPERIENCE

- Knowledge and experience working with decorating indoor and outdoor spaces; with electronic design work as a bonus.

PROFESSIONAL / PERSONAL QUALITIES

- Strong demonstrated commitment to Jesus Christ as Lord
- Very high attention to detail;
- Effective communicator with sensitivity to, and appreciation of, bilingualism and diversity;
- Ability to work well under pressure, handling multiple demands (multi-tasking);
- Self-motivated, self-starter, proactive, determined;
- Self-confident while still being humble and authentic;
- Personable, pleasant to spend time with;
- Resilient, ability to not let adverse conditions negatively impact performance.