

RESOURCE ROOM MANAGER

The resource room manager is responsible for managing the supplies and equipment available for children's ministry functions.

Ministry Area/Department	Children's ministry
Position	Resource room manager
Accountable To	Children's ministry director
Ministry Target	Preschool and children's teachers and assistants
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Organizational skills
Best Personality Traits	Dependable • Team spirit • Leader-analyst or dependable-analyst
Passion For	Organization and efficiency • Providing support services to leaders
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** no requirement

RESPONSIBILITIES/DUTIES

1. Organize and keep inventory record of supplies in the children's ministry resource room.
2. Report low inventory or special supply needs to children's ministry director.
3. Distribute supplies as needed to teachers; note items and quantity of inventory reduction on inventory record.
4. Sign out special equipment loaned to teachers and assistants. Sign in equipment returned.