

Position:	PLAN TO PROTECT TRAINER & ADMINISTRATOR
Reports to:	Director of Operations
Position provides oversight to:	n/a
Estimated time commitment:	35 hrs per quarter

Overview

The Plan to Protect Trainer & Administrator is responsible for the training, implementation, and documentation of all aspects of the Grace Point Church (GPC) policy for the safeguarding of children and vulnerable adults in all areas of ministry at GPC.

Key Responsibilities

TRAINING

- Prepare for and deliver quarterly Plan to Protect® courses and annual refresher sessions for GPC volunteers and staff
- Advise and train Ministry Leads on Plan to Protect® processes and policies
- Connect new course attendees to relevant ministry leaders and serving opportunities

ADMINISTRATION

- Manage volunteer screening documentation
 - o Screen volunteer applications for compliance with Plan to Protect® requirements (including, but not limited to, reference and police checks)
 - o Prepare, maintain and file all volunteer screening documentation for all ministries falling under the Plan to Protect® policy
 - o Monitor expiries to ensure all active volunteers have current security checks, refresher training and documentation files are up to date
- Manage annual registration documentation
 - o Prepare, maintain and file all annual registration, waiver/permission forms for all children's ministries (e.g. GraceKidz, AWANA and summer camps)
 - o Work closely with the Ministry Program Assistant to prepare and maintain all registration and waiver forms for youth, athletics and other ministries falling under the Plan to Protect® policy (e.g. Ramp Up Sports, Core Youth)
- Manage ongoing related documentation
 - o Maintain children's registration and attendance information through InSync software
 - o Advise Ministry Leads on maintenance of other documentation such incident reports, off site event permission/waivers and offsite leader meeting records, as relevant
 - o Prepare for annual Plan to Protect® audit
- Stay current and comply with applicable policies/procedures, practices, and regulations, including certifications as a Plan to Protect Administrator and Trainer
- In conjunction with the Director of Operations, liaise with our insurance provider and recommend changes to policy and processes according to best practice advice
- Other related duties, as requested

Key Attributes

- Strong administrative skills
- Proactive, organized, and reliable
- Pleasant personality and desire to work with people
- Conscientious, trustworthy, and able to keep strict confidentiality
- Excellent communication, public relations, and interpersonal skills
- Experience in teaching or public speaking is an asset
- Computer literate
- Capable of managing duties confidently and independently
- Self-directed, creative, and flexible in response to ministry demands

Note: InSync registration system and Plan to Protect® Certification training to be provided

**If you are interested in this position or have questions, please contact
Lucy Grenke (office: 780-466-8290) or lucy@gracepointchurch.ca**