



## JOB DESCRIPTION

**POSITION TITLE:** Substitute Choir Section Leader **DATE:** 3-24-2022  
**CHURCH:** Vallejo Drive Church **REPORTS TO:** Choir Director  
**CLASSIFICATION:** Part time non-exempt, 4 hours per week as needed **SALARY:** \$25+ per hour

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### POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

To serve as a Substitute Choir section leader for Saturday morning choir rehearsal and worship service.

### ESSENTIAL FUNCTIONS

1. Regular on time attendance at rehearsals and performances.
2. Support the choir director in delivering the highest quality musical performance for worship.
3. Possess good interpersonal and communications skills.
4. Must be able to motivate and inspire his/her choir section members.
5. Lead by example.
6. Assist volunteers with learning their parts.
7. Take careful note of details in rehearsal, such as phrasing, breathing, pronunciation, etc., so that exact details can be communicated to volunteer members.
8. Comply with policies and procedures of the conference, including but not limited to those in the employee handbook and the North American Division Working Policy.
9. Perform other related duties as assigned.

### REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be knowledgeable of proper breathing and singing techniques, and
- Be a member of the Seventh-day Adventist Church in good standing, and

- Be adaptable and available with little notice, and
- Meet the requirements listed below.

**Education and Experience**

High School certificate desired. Professional and/or college degree in musical studies preferred. Minimum 3-5 years performance experience in choir or vocal ensemble.

**Competencies**

- Good written and verbal communication skills.
- Ability to sight read music or learn very quickly.

**Other Knowledge, Skills and Abilities**

Knowledgeable in church music performance .

**Personality Traits**

Professional, flexible, approachable, proactive, dependable, appropriate and modest attire.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand, walk, use hands and fingers, reach with arms, talk and hear. The employee is occasionally required to climb, balance, stoop and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color and peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.