



PART-TIME (20 HOURS) POSITION DESCRIPTION (Coordinator)

DEPARTMENT: Grace Kids
DATE: 10/4/18

TITLE: Kids First Impressions Coord.
NAME: TBD

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS

Primary Responsibilities

1. Oversee the first impressions process for kids ministry including;
 - First time visitors
 - Check in process
 - Leadership development of all first impressions team volunteers
2. Oversee the Kids Hub for volunteers children
3. Oversee scheduling for first impressions and the hub making sure those environments are fully staffed each weekend

Other Responsibilities

1. Be on site two weekends a month to assist with services, evaluate environments and build relationships with volunteers and families
2. Assist with Kids special events such as Fall Frenzy, Baptisms etc.
3. Occasionally offering leadership or assistance with Grace Community Church team projects
4. Any other responsibilities assigned by the Family Pastor

ORGANIZATION AND RELATIONSHIPS

The Kids First Impressions Coordinator will report to the Family Pastor at Grace Community Church. This position operates at a team level with the Family Ministry team, as well as the rest of the staff.

NATURE OF POSITION

This position primarily supports Kids on the weekend through hospitality and care. This position also reaffirms core principles to the key volunteers.

BACKGROUND

A personal relationship with Christ and a strong desire to bring the Good News of Jesus Christ to the community is required as well as “buy-in” to the overall Grace culture. Strong administrative skills are required.