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## **PART-TIME (20 HOURS- Salary/Exempt) POSITION DESCRIPTION (Coordinator)**

DEPARTMENT: Family Team      TITLE: Childcare & Kids First Impressions Coordinator  
DATE: 9/11/2021                      NAME:

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### **MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS**

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. Recruit and train volunteers and paid childcare workers for quality care of kids
3. Oversee the Kids Hub for volunteers children
4. Oversee scheduling for first impressions and the hub making sure those environments are fully staffed each weekend
5. Scheduling childcare for any event that would need it

### **ORGANIZATION AND RELATIONSHIPS**

The Childcare and 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 will serve alongside the Family Pastor, Kids Director, and other Grace staff where childcare is needed.

### **QUALIFICATIONS**

1. A personal and growing commitment to loving Jesus, becoming like Jesus and sharing Jesus with others.
2. Strong Leadership qualities.
3. Strong commitment to volunteer ministry.
4. Ability to thrive in a team environment and recognize the need for collaboration.
5. Ability to develop and lead volunteers who in turn organize and lead the ministry.
6. Must be willing to live in healthy biblical community with others, modeling what he is coaching others to do.
7. Must be relationally warm and friendly, outgoing personality, with the ability to lead and create kind and loving environments for staff, volunteers and families.
8. Ability to see vision and create strategy and structure around the vision of the church.