



FIRST FREE  
CHURCH

## KC Friends Coordinator

### *Job Description*

## Summary

The KC Friends Coordinator's primary responsibility is overseeing ministry to children with special needs.

## Structure

This position is a part-time, hourly (non-exempt) position of approximately 10 hours per week. The KC Friends Coordinator is part of the KC Staff Team and reports directly to the KC Team Leader.

## Responsibilities

- Recruit and train volunteers for the KC Friends ministry.
- Develop volunteers using Leadership Pipeline principles (coaching provided).
- Establish and maintain appropriate health and safety procedures for the KC Friends Ministry.
- Follow and enforce First Free Church's policies and procedures.
- Meet regularly with the KC Team Leader to discuss ministry health, staff expectations, and planning.
- Attend ongoing Kid Connection meetings and training when necessary.
- Take training in First Aid and CPR for certification.

## Personal Qualifications

### Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- Loves working with adult and teenage volunteers and seeing them use their gifting to minister effectively.
- Understands the value of children's ministry and partnering with parents to disciple children.
- Able to recruit, train, and develop volunteer and leadership teams.
- A team player with a positive attitude who thrives in a collaborative environment.

- Has a teachable heart and cooperative spirit.
- Maintains a professional demeanor in conduct with staff and volunteers.

## Minimum Qualifications

- Experience working with special needs children and their families.
- Excellent communication skills.
- Committed to serve on two Sunday mornings a month and at special events as needed.
- Complies with a background check.
- Proficient with email and Google Docs.