FIRST FREE CHURCH

Welcome Team Coordinator
Job Description

Summary

The Welcome Team Coordinator's primary responsibility is providing a safe, welcoming environment to children and families as they enter Kid Connection (KC) on Sunday mornings. This person will also work with the Connections Director for First Free Church to follow up with new families with kids.

Structure

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

Responsibilities

- Recruit and train volunteers and volunteer leaders for the KC Greeters and Check-in teams.
- Develop volunteers using Leadership Pipeline principles (coaching provided).
- 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.
- Work with the Connections Director of First Free Church to follow up with new families with kids.
- Attend ongoing Kid Connection meetings and training when necessary.

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

- Excellent communication skills and attention to detail.
- 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.