



FIRST FREE
CHURCH

Kid Connection Events Coordinator & Ministry Assistant

Job Description

Summary

The Kid Connection (KC) Events Coordinator's primary responsibilities are to coordinate special events for the ministry and assist the Early Elementary Coordinator.

Structure

This position is a part-time, hourly (non-exempt) position of approximately 15 hours per week. The KC Events Coordinator is part of the KC Staff Team and reports directly to the KC Team Leader.

Responsibilities

Events

- Collaborate with the KC Staff Team to develop ideas for 4-5 differently scaled special events for children and families.
- Coordinate arrangements for KC events, including volunteers.
- Coordinate promotional materials for special events with the Communications Team.
- Enter events into Planning Center and communicate with the Facilities Team regarding special needs for events.
- Direct staff and volunteers as needed during KC events.

Early Elementary

- Assist in recruiting and training volunteers.
- Assist in developing programming for Early Elementary students and families.
- Reinforce health and safety procedures in the Early Elementary Ministry.

General

- Follow and enforce First Free Church's policies and procedures.

- Join the Early Elementary Coordinator in regular meetings with the KC Team Leader to discuss ministry health, staff expectations, and planning.
- Attend ongoing Kid Connection meetings and training when necessary.
- Take training for First Aid and CPR 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 for events.
- Takes initiative and finds creative ways to include volunteers and make events fun within budget constraints.
- 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.
- Willing to attend and become a member of First Free Church.
- Experience organizing events with multiple volunteers and many moving parts.
- Complies with a background check.
- Proficient with email and Google Docs.