



FIRST FREE
CHURCH

Kid Connection Events Coordinator & Ministry Assistant

Job Description

Summary

The Kid Connection (KC) Events Coordinator's primary responsibility is to coordinate and publicize special events for the ministry.

Structure

This position is a part-time, hourly (non-exempt) position of approximately 10-15 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.

General

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