



Interim PACKids Ministry Coordinator (Infant to Elementary Focus)

August 2018 - January 2019

The PACKids Ministry Coordinator (KMC) is a member of the PACKids Ministry Team that supports the leadership and development of PACKids volunteer teams and ministry initiatives. The KMC partnership is intended to provide coverage for the PACKids Team in a highly organized, detail-oriented manner that also demonstrates flexibility and strong interpersonal skills. This individual will report directly to the PACKids Ministry Team Leader.

The PACKids Ministry Coordinator is a part-time, 25-30 hour/week, non-exempt position responsible for the support of the volunteer teams. The individual provides experience and expertise in the following areas:

Requirements

- Holds a minimum of an Associate's Degree in the field of education (similar experience may suffice)
- Highly proficient in Microsoft Office, Google Docs, and Google Drive
- Familiar with database management and budgeting
- Experience in data entry processing

Key Responsibilities

- Schedule and maintain volunteer coverage for Sunday services in PACKids Ministry, until scheduling responsibility is shifted to a volunteer team
- Ensure volunteer leaders have their resources and pertinent information
- Contribute in strategizing through the whole Sunday experience from large group, small group, curriculum, parent check in, and activities
- Review if policies and procedures are maintained and up to date, and escalate any issues to PACKids Ministry Team Leader
- Ensure equipment and facility is setup and ready to receive volunteers and children by working with service coordinators in PACKids
- Assist in the recruitment and training of additional volunteers
- Participate in Baby Dedications
- Ensure event-driven tasks are completed on time
- Process precise data entries in FellowshipOne utilizing notes and comments effectively
- Other duties as assigned, including Sundays as needed

Communication/ Coordination

- Connect with PACKids Ministry Team Leader to coordinate weekly tasks and schedules
- Communicate with the PACKids Ministry Team Leader regarding victories and challenges
- Consistently contribute to the regular PAC Kids Ministry Meetings and discussions
- Practice timely, complete, and confidential communication

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Share knowledge and skills with peers or volunteers to promote excellence and efficiency
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the PACKids Ministry Team Leader bi-weekly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Coordinator also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. Weekly Sunday attendance is expected.