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**Job Description**

***Journey Church***

***Job Title:***

Highway 252 Coordinator

***Reports to:***

KidMin Director

***Purpose:***

To inspire families to follow Jesus by helping our family ministry team execute our K-5th grade strategy.

***Simple Job Description:***

To support the K-5th grade team by handling the execution of weekly logistics.

***Short-Term Win:***

When the K-5th grade area is positioned to win each week.

***Long-Term Win:***

When the strategy is executed successfully and families grow closer to God and each other.

***Role Overview:***

This is a part-time hourly role (20 hours weekly) designed to help our K-5th grade team execute their strategy effectively by coordinating and handling details and logistics. Availability on Sundays is a necessary part of this role.

***Specific Responsibilities:***

1. Execute K-5th grade strategy as outlined by KidMin Director
* Coordinate any supplies for Sunday morning.
* Ensure K-5th grade area is “Sunday ready”.
* Assist with K-5th grade budget management.
* Other tasks as assigned by KMD.
1. Execute special events and Sundays for KidMin area
* Coordinate any ordering, assembling, set-up etc. for events in K-5th Grade area (ex: Baptism Bash, Pajama Jam, etc.)
* Participate in creative meetings and assist in executing any creative elements as needed by KMD.
* Other tasks as assigned by KMD.
1. Team Build
* Help build volunteer teams and develop relationships with team members.
* Be an additional set of eyes and ears for the team to help solve problems, answer questions, and create a great experience for our volunteers and families.

***Profile:***

This person should possess the following skills and characteristics…

* Loves Jesus and the mission of our church
* Personally practices the four habits of engagement (invite, serve, give, connect)
* Self-aware and investing regularly in their personal growth
* Reliable and trustworthy
* Naturally detail and task-oriented
* Thrives in a very fast-paced environment
* Values excellence and is willing to ensure environment quality control
* Takes initiative to evaluate and improve
* Enjoys executing provided strategies and systems
* Comfortable using word processing software and technology in general
* A genuine desire to help in whatever capacity is needed
* Agrees with Journey’s Statement of Beliefs and Leader Agreement

***Pay Structure & Work Schedule:***

This will be a part-time hourly position estimated at 20 hours per week. The work schedule is Sunday-Thursday and will allow for some flexibility. Vacation time is 40 hours per year with a limit of two Sundays.