



## **Job Description**

### ***Journey Church***

#### ***Job Title:***

TakeOff Coordinator

#### ***Reports to:***

Director of Family Ministries

#### ***Purpose:***

To inspire preschoolers to follow Jesus by helping them learn about Jesus and know they are loved.

#### ***Simple Job Description:***

To create a great experience for volunteers, parents, and preschoolers.

#### ***Short-Term Win:***

When the preschool volunteer team and space are positioned to win each week.

#### ***Long-Term Win:***

When the strategy is executed successfully and families take steps to build a faith of their own.

#### ***Role Overview:***

This is a part-time role designed to help our preschool volunteer teams execute our strategy effectively. This role requires coordinating details and logistics for weekly services and special events. This role is also responsible for ensuring our volunteers and families have a great experience each week.

#### ***Overview of Responsibilities:***

As a leader, you will be expected to focus the majority of your time around three key responsibilities – inspire, invest, and improve. Inspire your direct reports and volunteers by casting vision, sharing stories, and celebrating wins. Invest in your volunteers and encourage them to take their next best step in their leadership and spiritual growth. Improve the systems, processes, and products under your supervision.

#### ***Specific Responsibilities:***

1. Execute the preschool component of our Family Ministry strategy.
  - Collaborate with the Family Ministries Director on strategic effectiveness and improvement.
  - Coordinate any supplies for Sunday morning.
  - Ensure all preschool spaces are “Sunday ready”.
  - Manage the budget for the preschool department.
  - Other tasks as assigned by the Family Ministries Director.
2. Execute special events and Sundays specifically for preschool in addition to assisting with those designed for Family Ministry as a whole.
  - Coordinate the ordering, assembling, and execution of events such as Baby Dedication, Pajama Jam, etc.
  - Participate in creative meetings and assist in executing any creative elements as needed by the Director of Family Ministries.
  - Other tasks as assigned by the Director of Family Ministries.
3. Build and support volunteer teams.
  - Oversee and lead the preschool volunteer team.
  - Ensure the volunteer culture remains healthy and consistent with Journey’s Volunteer Values.

- Support the volunteer teams on Sunday mornings by helping to solve problems, answer questions, express appreciation, provide encouragement, remove frustrations, and create a great experience for both 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 strategies and systems within a framework
- 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 5-10 hours per week. The work schedule includes Sunday mornings. The starting pay will be between \$15-20 hourly depending on experience.