

JOB TITLE | Site Coordinator | Alafaya Campus

MINISTRY | DC Kids

REPORTS TO | Sylvia Ragsdale with a dotted line to Katie Kirchoff, DC Kids Campus Coordinator

STATUS | Part Time | 10 hours per week

SUMMARY OF CONTRIBUTION

Provide support to the Alafaya Campus DC Kids Coordinator in the way of curriculum, resource and in-person support on weekends, for small groups and special events.

RESPONSIBILITIES

- Prepare, distribute all resources needed for weekend service, small group and event classrooms and curriculum.
- Oversee and assist with weekend service set up and tear down.
- Assist DC Kids Campus Coordinator in creating a safe, Christ-centered environment through all aspects of weekend services, to include but not limited to family check-in, guest relations, volunteer support, classroom support, problem solving opportunities that arise.
- Assist in global and special event site coordinator-related responsibilities, as listed above.

REQUIREMENTS

- Strong interpersonal skills
- Has an eye for details
- Solid communication skills via phone and email
- Positive and optimistic attitude
- Flexible and adaptable to change
- Consistently completes tasks quickly and on time
- Good time management skills

EXPERIENCE DESIRED

- Proficient or some experience in Microsoft Products (Office 365)
- Planning Center Online experience preferred.

IMPORTANT COMPETENCIES

- Called to and passionate about Student Ministry.
- Loves people; loves kids.
- Pied Piper
- Energetic
- Understands commitment
 - Weekends, Christian holidays.
 - DC Kids ministry almost always runs parallel with adult ministry.
 - Flexibility with emerging ministries.

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They also work to achieve and maintain a high degree of chemistry within the ministry and organization. This individual loves to help others succeed and works each day to make this team and organization better.