



PAC Kids Ministry Coordinator (Elementary Focus)

ACCOUNTABLE TO:

PAC Kids Ministry Director

STATUS:

Part-time non-exempt

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.

ORGANIZATIONAL SKILLS:

Ability to work with and build a team; administration; ability to relate to a culturally diverse congregation, written and verbal communication skills; organization; creativity; initiative; self-motivation; flexibility; ability to receive feedback; willingness to learn and adapt

PASSIONATE ABOUT:

Supporting a team of volunteers to raise up a generation of children who are faithful disciples of Jesus. Support leading and training parents to lead their children.

MEETINGS AND TRAININGS:

- Monthly staff meetings, chapel and monthly team meetings

ROLE SUMMARY

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

The PAC Kids Ministry Coordinator (Elementary Focus) is a part-time, non-exempt position responsible for the support of the volunteer teams. The individual provides experience and expertise in the following areas:

PRIMARY RESPONSIBILITIES

- Represent the heart, ethos, and thinking of the PAC Kids Ministry Director
- Assist in the recruitment, training and development of volunteers
- Ensure volunteer coverage for Elementary Ministry, utilizing Planning Center
- Prepare and send out weekly lesson plans, ensuring volunteers have their resources and information needed in advance, for both large group and small group leaders
- Continuously strategize through our ability to serve children with special needs as well as assist in the recruitment and training of volunteers in that area.
- Ensure Elementary equipment and facility is setup and ready to receive volunteers and children
- Review if policies and procedures for Elementary are maintained and up to date, and escalate any issues to PAC Kids Ministry Director
- Review that all background checks for current and new volunteers for Elementary are run up to date
- Participate and assist in leading and scheduling PAC Kids Ministry Events
- Provide leadership and support to the Summer Camp preparation
- Ensure event-driven tasks are completed on time
- Assist in coaching or discipleship as needed
- Process precise data entries in PCO People utilizing notes and

- Retreats and other trainings

EXPECTATIONS:

- Vibrant personal relationship with Jesus
- A commitment to the mission of the church
- Member of PAC within 6 months of hiring
- Minimum 10% giving to the Local and Global Ministry Fund
- Be in a Community Group
- 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

comments effectively

- Manage and update PCO for all children and families within the kids ministry
- Contribute to the continuous improvements of our organization
- Other duties as assigned, including Sundays as needed

COMMUNICATION/ COORDINATION

- Connect with PAC Kids Ministry Team to coordinate weekly tasks and schedules
- Communicate with the PAC Kids Ministry Director regarding victories and challenges
- Contribute in strategizing through the whole Sunday experience from large group, small group, curriculum, parent check in, and activities
- Consistently contribute to the regular PAC Kids Ministry Meetings and discussions
- Practice timely, complete, and confidential communication

OTHER RESPONSIBILITIES

- Connect with PAC Kids Ministry Team to coordinate weekly tasks and schedules
- Communicate with the PAC Kids Ministry Director regarding victories and challenges
- Contribute in strategizing through the whole Sunday experience from large group, small group, curriculum, parent check in, and activities
- Consistently contribute to the regular PAC Kids Ministry Meetings and discussions
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PERSONAL DEVELOPMENT

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Attend a weekly Sunday worship service.
- Pursue personal and spiritual development by participating in or leading a PAC small group
- 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 PAC Kids Ministry Director bi-weekly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

TEAM DEVELOPMENT

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Sunday Experience 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

ANNUAL SALARY

The annual salary for all staff are overseen by the Governing Board and determined based on factors such as experience, education, market factors, and others. For this specific role, the starting range is between \$16-\$18 an hour.

TIME COMMITMENT

This is a part time position that includes weekend services as well as office hours. Staff are expected to attend ALL weekend services as well as ALL church wide events as assigned. Staff members are allowed vacation time as determined by the Employment Manual. It is the responsibility of the staff to assign replacements when unable to attend weekend services or events, as well as communicate plans to other staff and direct reports.

DISCLAIMER

The statements in this description are intended to describe the essential/non-essential nature of this position. It is not intended to be an exhaustive list of responsibilities. Other duties may be assigned as needed.

By signing this job description you are agreeing to the descriptive (not

SIGNATURE:

prescriptive) nature of this position.

Date: