

JOB DESCRIPTION

JOB TITLE: Riverwood Kids Firehall Coordinator

EMPLOYMENT TYPE: Part-time, Indefinite

HOURS PER WEEK: 5-7 Hours Per Week

REPORTS TO: Children's Ministry Director

JOB OVERVIEW:

The **Riverwood Kids Firehall Coordinator** will oversee all aspects of RW Kids programming at the Firehall Worship Community. This individual will schedule and coordinate volunteers at the RW Kids weekend worship experience and maintain regular communication with both volunteers and parents.

TIME REQUIREMENTS:

Must be available during regular weekend worship services at the Firehall (Sundays at 10:15am). A flexible schedule can be determined to fulfill administrative responsibilities throughout the week.

RESPONSIBILITIES:

- Assist with the recruitment and training of passionate volunteers.
- Schedule, coordinate and oversee volunteers of RW Kids programming at the Firehall.
- Manage and oversee all aspects of RW Kids programming at the Firehall.
- Ensure the implementation of and adherence to Riverwood's Child Protection Policies.

QUALIFICATIONS:

- Ability to relate well to both children and their parents
- Creative and energetic
- Detail oriented
- Developed administrative and organizational skills; ability to multitask
- Strong interpersonal and communication skills

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Mission and Values. Staff with volunteer leadership roles are required to complete the Riverwood Covenant Community course and be in full alignment with the commitments of Covenant Community. It is expected that all staff members make every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.