

NOTICE OF OPEN POSITION

KIDS MINISTRY COORDINATOR PARK PLACE CHURCH OF GOD

Park Place Church of God has an immediate opening for a Kids Ministry Coordinator. This person will assist the Family Ministries Pastor and the Community Development Pastor in the leadership and oversight of all K-5th Grade elementary kid's ministry events, activities, and settings in both Family Ministry and Community Center. This position is for 1-year.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Family Ministry

Review weekly lessons, distribute to teachers, verify that supplies for the week are in the classroom; schedule teachers for each week; serve on the Kids Ministry teaching teams on average twice a month; attend Sunday morning services regularly when not scheduled; become aware of other Kids ministries; connect with students periodically such as phone calls, sending birthday cards in the mail, etc.; plan social events (i.e., simple get-togethers, summer VBS, fall cookout, Christmas party, Easter Egg Hunt, etc.)

Community Center

Coordinates day-to-day details of After School Fun, providing on-site leadership to the student employees, as well as serving as the point of contact for parents, mentors, Anderson Community Schools and Anderson University Human Resources; trains and evaluates After School Fun student employees under the direction of the Executive Director of the Community Center; assists in the planning and execution of all Community Center children's programming.

This is a part-time position of 28 hours per week for one-year

EXPERIENCE, SKILLS AND ABILITIES:

The Kids Ministry Coordinator will lead with integrity, resourcefulness, and strong organizational and planning skills. Other requirements include: prioritize the safety of children; be a team builder excelling at listening and communication skills; values self-awareness; ability to motivate, empower, train, and goal set with the ASF staff. This person will exhibit excellent interpersonal skills; intermediate computer skills; and experience in social media. Background experience and training in early childhood or elementary education preferred. The Kids Ministry Coordinator represents the Community Center and the Park Place Church of God at all times.

PHYSICAL REQUIREMENTS:

Moderate stooping, bending, moving and lifting of 30+ pounds of tables, chairs, and boxes required.

A lifestyle compatible with the Church of God/Anderson IN is required.

TO APPLY:

Qualified and interested candidates may complete an application at Park Place Church of God, 501 College Drive, Anderson IN weekdays between 9 a.m. and 2 p.m.

A position description and detailed physical requirements for the position are available at <http://www.ppchog.org/employment-at-the-church>.

Park Place Church of God is an Equal Opportunity Employer