



## PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

### **PACKids Ministry Coordinator (Preschool Focus)**

The PACKids Ministry Coordinator (KMC) is a member of the PACKids Ministry Team's two-person ministry coordinator team that supports the leadership and development of PACKids volunteer teams and ministry initiatives. The KMC partnership is intended to provide coverage for the PACKids Team in a highly organized, detail-oriented manner that also demonstrates flexibility and strong interpersonal skills. This individual will report directly to the PACKids Ministry Leader.

The PACKids Ministry Coordinator (Preschool 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:

#### **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

#### **Key Responsibilities**

- Represent the heart, ethos, and thinking of the PACKids Ministry Leader
- Responsible for entire Promised Land ministry and environment
- Responsible for the development and training of leaders in the Promised Land ministry
- Ensure volunteer coverage for Promised Land Sunday Ministry, utilizing Planning Center
- Prepare and send out weekly lesson plans, ensuring volunteers have their resources and information needed in advance
- Ensure Promised Land equipment and facility is setup and ready to receive volunteers and children
- Provide primary administrative support to the PACKids ministry team including but not limited to handling responses to Connection Cards, weServe applications, events in EventU, new family registrations, and reimbursement processing
- Review if policies and procedures in Promised Land are maintained and up to date, and escalate any issues to PACKids Ministry Team Leader
- Assist in the recruitment and training of volunteers
- Review that all background checks for current and new volunteers for Promised Land are run up to date
- Participate and assist in leading and scheduling PACKids Ministry Events
- Provide leadership and support to the annual Summer Camp
- Ensure event-driven tasks are completed on time
- Assist in coaching or discipleship as needed
- Process precise data entries in FellowshipOne utilizing notes and comments effectively
- Ability to adapt to the changing needs of growing ministries

- Contribute to the continuous improvements of our organization
- Other duties as assigned, including Sundays

### **Communication/ Coordination**

- Connect with PACKids Ministry Team to coordinate weekly tasks and schedules
- Communicate with the PACKids Ministry Team Leader 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

### **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

### **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 PACKids Ministry Leader bi-weekly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- 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

In conjunction with his or her daily responsibilities, the Coordinator also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. Weekly Sunday attendance is expected.