

PARKWAY CHURCH POSITION DESCRIPTION

Position Title: PV Impact Kids Coordinator

Reports to: Director of All Star Kids

Employee:

Completion Date:

POSITION SUMMARY:

Develop and lead teams that connect kids [K-5th Grade] on Wednesdays at Parkway Victoria and summer The Party. Build teams that help create a safe, welcoming environment for children and parents. Create an environment where kids learn and have the opportunity to take their next steps by living out what they are learning as they connect in groups. Work with the Parkway Victoria Director of Children's Ministries, ASK Ministry Coordinator, and Kidz Day Director to develop a unified ministry for kids and families.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

	<u>Description</u>	<u>% Time</u>
1.	Weekly Event: Provide hands on leadership and problem solving each week during Wednesday groups including check-in, room setup, food purchasing, and activity prep.	35
2.	Recruit and Schedule: Recruit new teammates for K-5 th grade Impact Kids, small groups. Recruit and place team members in such a way that their gifts, personality, and passions are utilized. Manage team schedules to ensure that groups are in line with appropriate ratios of kids to leaders.	15
3.	Resource Leaders: In partnership with the All Star Kids Director, ensure that all needed curriculum and supplies are ready according to ministry deadlines and in place each week.	25
4.	Equip: Equip existing teams to grow as leaders of kids. Utilize blogs, videos, and other content to consistently feed leaders. Draw leaders together twice a year for intentional feedback and development. Create training materials with common ministry language to equip leaders to: create safe, welcoming learning environments, teach the Bible first and the virtue second, direct kids to take their next step in their spiritual journey, and partner with parents to see spiritual growth continue.	10
5.	The Party: Equip families to reach families by throwing parties throughout the Crossroads. Responsibilities include recruiting, equipping and encouraging party hosts.	10
6.	Partner with Parents: Partner with parents to build lives through personal interaction, and connection events.	5
7.	Parkway Team: Participate in Parkway Team meetings and All Star Kids Team meetings. Champion needs of All Star Kids Wednesday groups and look for ways to connect families to church wide events. Participation in church-wide events as scheduled. Serve on Sunday mornings, as scheduled, to cover various ministry needs.	10

REQUIREMENTS/QUALIFICATIONS:

General Requirements:

1. Follower of Jesus Christ and a commitment to grow in their individual relationship with Him
2. Demonstrate a Christ-like attitude in performing all work
3. Commitment to the overall mission, vision and beliefs of Parkway Church
4. Actively involved at Parkway Church

Knowledge, Skills and Abilities:

1. Minimum years of relevant experience: prefer 3-5 years relevant experience
2. Education: prefer college degree
3. License/Commission/Ordination: N/A
4. Knowledge areas: interpersonal relationships, publicity/marketing, and ministry development, teaching, small groups, leadership development, and hospitality.
5. Flexibility for evenings/weekends: ☒ yes ☐ no
6. Computer applications: MS Office, including PowerPoint and Excel
Level: ☐ Expert ☒ Intermediate ☐ Novice/beginner
7. Communications: ☒ Public speaking ☒ Writing ☒ Telephone ☒ Small Groups
8. Management/Leadership: strategy development, ministry execution, team building, resource development, and volunteer management

Other Skills: organization; team building; attention to detail; accuracy; multi-tasking; communications; ability to prioritize; self starter, team builder

Schedule [15 Hours/Week]

Tuesdays 9:00 AM to 2:00 PM at Parkway Victoria Office [Team meetings and Impact Kids prep]

Wednesday 9:00 AM to 12:30 PM at Parkway Victoria Office

5:00 PM to 9:00 PM [Impact Kids set up and Impact Kids event]

Thursday 9:00 AM to 12:30 PM at Parkway Victoria Office

One hour flex time to meet with Leaders, Schedule Group Leaders from home, The Party planning and resource prep and shopping, if needed. Additional hours may be required in April, May, June, and July to plan for and execute parties. Sunday hours may be required when other teammates are out.

2 Unpaid Wednesdays Off a Year to Be Coordinated with PV All Star Kids Team.

REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:

Position Titles of Direct/Indirect Reports

Total Direct: 0

Total Indirect: 0

ACCOUNTABILITY:

Supervision received:	<input checked="" type="checkbox"/> General Guidance	<input type="checkbox"/> Management Direction
	<input type="checkbox"/> Direct	<input type="checkbox"/> Immediate

COMPLETED BY:

Name (print): _____ Signature: _____

Position: Director of All Star Kids-PV Date: _____

APPROVED BY:

Name (print): _____ Signature: _____

Position: _____ Date: _____