

CITYRISE KIDS MINISTRY

Job Title: Program Coordinator ACV

Program: A Children's Village

Reports to: Director ACV

Effective Date: May 1, 2024

Job Summary:

The Program and Events Coordinator for A Children's Village plays a pivotal role in fostering positive relationships between parents, staff, and the community. This individual will oversee the planning and coordination of various events and activities designed to enrich the preschool experience, promote family engagement, and strengthen community connections. This role requires excellent interpersonal skills, organization, and a passion for supporting families and early childhood education within a church setting.

Supervisory Responsibilities:

Does not supervise employees. Recruits parent volunteers. Supervises volunteer teams.

Duties/Responsibilities:

Event Coordination:

- Plans and coordinates routine and special events for students and staff
- Plans and hosts teacher appreciation events
- In coordination with teachers, assists in planning major ministry events.

Communication:

- Coordinates beginning of the school year orientation.
- Within organizational guidelines and standards, creates content and maintains communication with community through social media presence.
- Coordinates the collection of information as required.

Support:

- Supports events by attending and assisting as required.

Other duties

This job description is not designed to cover or contain a full listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work well in a dynamic team to accomplish major events.
- Comfortable recruiting and leading volunteer teams.

Education and Experience:

Required:

High school diploma or equivalent and one year work experience in a preschool or elementary school setting.

Preferred:

Bachelor's degree and two years' work experience in a preschool or elementary school setting.

Physical Requirements:

Must be able to lift up to 15 pounds at times.

Work Location:

Work is performed 100% on-site.