



Role: Family Ministries Weekend Coordinator

Role Type: Part-Time (20 hours/week)

Responsible to: Family Pastor

Member of Teams: Kids, Students, AllStaff

Relates Closely With: Family Team

Rate: \$20/hr

Position Description:

The Family Ministries Weekend Coordinator (FMWC) will connect with, schedule, help execute volunteer onboarding, and shadow shifts throughout the week and on the weekend. In addition to volunteer connection and onboarding, the FMWC will assist the Family Team with administrative tasks throughout the week in preparation for weekend services.

Essential Duties and Responsibilities:

- Work closely with the Family Team to receive new potential volunteers and assist them through our initial onboarding and background check process.
- Schedule potential volunteers for shadow shifts.
- Meet volunteers the morning of their shifts and introduce them to their Area and SGL leads.
- Supply volunteers with a shirt and answer questions.
- Follow up with volunteers after the service to assess a good fit or not. If yes, pass them on to get scheduled. If no, set up a new shadow shift in a different area.
- Assist Family Team in ensuring new families have a great first experience and are walked to and toured through their children's new area.
- Help set up and tear down kid and student environments on the weekends.
- Expected weekend time is 7 hours. An additional 13 hours will be admin work to move volunteers through the process and schedule them.
- Attend meetings and complete other helpful weekend admin tasks as assigned.

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Qualifications and Requirements:

- Basic understanding of Google systems (gmail, calendar, docs)
- Able to learn Planning Center (online database, scheduling, and check in platform)
- Personable and excited to connect volunteers to a ministry passion area
- Available for weekend Sunday services (8:30am, 10am, 11:30am)
- Pass a background check and agree to our serving requirement docs used for all volunteers and staff

Expectations:

- This person demonstrates a growing relationship with Jesus by prioritizing daily time with God.
- This person maintains a good reputation in the church community by carrying him or herself with utmost integrity and character.
- This person exhibits biblically-based leadership skills, communicating vision tactfully and with a servant's heart.
- This person has a heart for the families of the church, growing disciples, and reaching out to our community.
- This person participates in giving to the church, serving the church, and engaging in growth opportunities at church separate from one's own ministry.
- This person values praying, worshiping, and having fun with coworkers in team settings.
- This person is able to manage healthy rhythms of work and rest, and will proactively reach out for support when needed.

Staff Values:

1. We Are Curious In Faith Not Callous In Routine.
2. We Are Passionate Leaders Not Passive Commentators.
3. We Assume The Best In Others Not The Worst In Motives.
4. We Create In The Unknown Not Settling For The Safe.
5. We Like To Party Together, Not Just Perform Together.

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