



JOB DESCRIPTION

Position Title	Event Coordinator
Position Reports to:	Children's Ministry Director
Department:	Children's Ministry
Schedule (may vary)	6 hours, but fluctuates based on events

General Description

To plan, prepare, execute and evaluate Children's Ministry events. The Event Coordinator keeps track of all upcoming and current events for the Children's Ministry. The Event Coordinator leads all aspects of event planning. The Coordinator plans ahead, making all reservations with vendors, arrangements for facilities, recruiting volunteers and staff as needed to implement plans. The Coordinator is the point person for events unless another staff member or volunteer, approved by the Children's Ministry Director, is the point person.

Position requires the individual to work well with staff, volunteers and other ministries. Position requires strong people skills as well as the ability to handle details for multiple events.

Specific Tasks and Responsibilities

- Plan, lead, execute and evaluate all Children's Ministry Events
- Communicate with Production Department, Marketing and Communications Coordinator and Children's Ministry Director regarding events
- Must be present for events

Event Tasks and Responsibilities

- Recruit staff and volunteers for events so that you are overseeing others and not just doing all the work yourself.
- Arrive before volunteers to make sure all supplies are in place so that work can be done by volunteers
- Greet volunteers as they arrive
- Multitask various details of one or more events so that future events are being planned while current events are in process.
- Able to stay calm in the midst of chaos with multiple demands for your attention
- Spend time talking with people at church and recruiting volunteers for Children's Ministry events
- Make sure there are volunteers to set up and clean up events
- Able to evaluate events from multiple perspectives – staff, volunteers, participants and communicate in a report to the Children's Ministry Director
- Have consistent reliable office hours where staff and volunteers can contact you regarding events

General Breakdown of Hours Per Week (Varies according to scope and size of event)

- Event planning
- Event Execution
- Event Evaluation
- Meeting with Children's Ministry Director

Typical Children's Ministry Events (not all inclusive)

- Fall Recruitment
- Fall Volunteer Training
- Harvest Party
- Friendsgiving
- January Recruitment
- Sock Hop
- Summer Recruitment
- Spring Volunteer Appreciation
- Summer Food Truck Nights

Special Assignments

- Help with Christmas Eve childcare at some of the services (optional)

Knowledge Skills Required for the Job

- Extremely dependable
- Organized
- Excellent recruiting skills
- Managerial experience
- Team player
- Detail oriented
- Good People Skills
- Computer and tech experience (Mac preferred)
- Database experience helpful

Personal Relations

- Maintain a personal relationship with Jesus Christ
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer
- Worship regularly at North Coast Calvary Chapel with the church family
- Ability to keep church and personal information confidential

Work Environment

- Can be chaotic and loud at times
- Able to deal with multiple tasks at once
- Ability to manage volunteers and staff while consistently remaining kind and calm

Physical Requirements

- Able to lift items of at least 30lbs
- Repeated lifting and bending
- Able to be on your feet for long periods of time