



## **Part-time Kid's Club Program Coordinator, Term Employee**

DATE: September 2017 to June 2018

HOURS: 5 hours per month

### **RESPONSIBILITIES:**

- Plan, coordinate, and lead monthly themed outreach activity for elementary age kids
- Organize all details for each event
- Schedule and manage volunteer support for each event

### **QUALIFICATIONS:**

- Leadership Skills: oversee volunteer support; work independently on assigned tasks; work productively; lead activities
- Mentoring Skills: work with children; build relationship and sharing the Gospel
- Administrative Skills: good computer and Microsoft skills; plan and organization; keep records;
- Personal Skills: passion for working with children, self-motivated, reliable, responsible, accountable, friendly, enthusiastic, good time-management, able to address the needs and concerns of church settings and committed to Christian values and principles
- Communication: Ability to communicate effectively with children and adults in all mediums
- Clear Police Information Check will be required

If you are interested in this position, please submit resume to [office@altadorebaptistchurch.com](mailto:office@altadorebaptistchurch.com)

**Deadline for application is September 8, 2017**