

*We aspire to be a Christ-centered community helping people faithfully follow Jesus both locally and globally.*

## **PURPOSE**

Assist with the implementation of ministry opportunities, from planning to post-event feedback, understanding the shared vision that everyone involved in every Woodlands Kids program and event would be impacted by the Gospel and moved into a deeper connection with the church.

The Woodlands Kids Production + Event Coordinator will report to the Director of Woodlands Kids.

## **MINISTRY ASSIGNMENTS**

### **Christ-Centeredness**

Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control). Gal 5:22-23.

### **Self-Management**

Organizes & prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility.

### **People First/Servanthood**

Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in and do "whatever it takes" to accomplish what is needed; Seeks to go "above and beyond" for the sake of others.

### **Teamwork/Relationships**

Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engages in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team.

### **Flexibility/Innovation**

Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative & innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans & resolve problems.

### **Communication**

Speaks and writes clearly; Listens to others; Shows sensitivity and caring; Responds promptly to enquiries; Maintains confidentiality; Represents Woodlands Church well in all interactions with others.

## **PRIMARY ASSIGNMENT**

### **Kids Ministry Production, Preparation and Evaluation**

- Be regularly present for in-person ministry events.
- Support volunteer ministry teams throughout ministry events.
- Coordinate, develop, and manage the tech teams, cleaning, and setup teams.

**Kids Ministry Production, Preparation and Evaluation** *continued*

- Work to maintain high standards of safety and security throughout all events; coordinate with the Safety Ministry where appropriate.
- Implement and optimize technology solutions to provide the best event experience.
- Troubleshoot production issues and pinch points.
- Prepare for regular ministry events, including making sure technology, media, curriculum, and physical setups and other elements are prepared and well positioned for ministry success.
- Consistently look for areas to improve in the regular implementation of ministry programs.
- Work actively with the Communication Department to create effective, clear, and compelling signage and communication pieces for our weekly programs.
- Oversee regular event setup and cleanup. Coordinate with Buildings and Grounds to make sure Kids are maintaining appropriate standards.

**PRIMARY ASSIGNMENT****Woodlands Kids Event Support**

- Alongside the Woodlands Kids team, create event ideas for the year that align with the mission and vision of Woodlands Kids.
- Assist the Director of Woodlands Kids in coordinating large events in Woodlands Kids by:
  - Partnering with the Administrative and Logistics Assistant to ensure that details, logistics, and programming components, including curriculum and decor, are all planned and accounted for.
  - Partnering with the Director of Woodlands Kids to ensure event tasks that have been assigned to various members of the Woodlands Kids Team are being completed within a reasonable time frame related to the event.
  - Partnering with the Scheduling and Volunteer Administrative Assistant to ensure that the event has the number of volunteers in the right roles that it needs.

**SECONDARY ASSIGNMENT****Connections and Guest Hospitality**

- In conjunction with church-wide connection ministry, continue to develop clear, effective, welcoming, and engaging connection ministries.
- Oversee, train, and develop connection and hospitality teams throughout Woodlands Kids events and activities.

**QUALIFICATIONS**

Must have a desire to work with children and to serve all families  
Excellent written and verbal communication skills  
Exceptional interpersonal skills, ability to relate well with church staff, volunteers and guests  
Proven administrative experience  
Highly organized with strong multi-tasking and time management skills  
Strong attention to detail  
Resourcefulness, ability to work well independently  
Computer skills and proficiency with Google Suite; experience with online databases  
Ability to handle sensitive information with the highest degree of integrity and confidentiality  
Willingness to flex work schedule when necessary  
Willingness to be a regular attender of Woodlands Church