

Job Title: Faith Kids Guest Services Coordinator
Area of Church Operations: Discipleship
Reports to: Faith Kids Director
Classification: Non-Exempt
Status: Part-Time Employee

SUMMARY

The Faith Kids Guest Services Coordinator position provides overall support for Faith Kids Guest Services. S/he serves as a liaison for Faith Kids Guest Services volunteers. S/he creates a warm, welcoming environment for families.

ESSENTIAL FUNCTIONS

- Coordinates, develops, trains, and supports volunteers for the following roles: kiosk assistant, family guide, and door greeter
- Oversees Faith Kids Guest Services activities during services, including greeting children and families
- Provides families with initial information and direction
- Schedules volunteers for Faith Kids Guest Services
- Provides coverage when needed
- Maintains compliance with applicable safety practices, policies, and procedures
- Attends and participates in relevant meetings, e.g., department meetings
- Contributes to overall team effort for special events
- Performs other tasks as needed

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High School Diploma or equivalent
- Demonstrated experience with children and volunteers preferred
- Passion for children and families
- Excellent communication skills, especially customer service skills

- Ability to use appropriate judgement in areas of discretion, sensitivity, and confidentiality

TIME COMMITMENT

Up to 8 hours per week

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The physical demands of this role would require frequent standing, sitting, walking, and bending.

WORK ENVIRONMENT

This job operates in classroom and multi-purpose room environments. This role routinely uses standard office equipment such as computers, phones, and photocopiers/printers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ **faith church** Date _____