

JOB DESCRIPTION

JOB TITLE:	Riverwood Kids African Worship Community Site Coordinator
EMPLOYMENT TYPE:	Part-time, Permanent
HOURS PER WEEK:	6
REPORTS TO:	Children's Ministry Director

JOB OVERVIEW:

The Riverwood Kids African Worship Community (AWC) Site Coordinator will oversee all aspects of RW Kids programming at the AWC. This individual will schedule and coordinate volunteers at the RW Kids weekend worship experience and maintain regular communication with both volunteers and parents. He/she should also be available to assist with RW Kids programming at other sites, if required.

TIME REQUIREMENTS:

Must be available during regular weekend worship services at the African Worship Community. A flexible schedule can be determined to fulfill administrative responsibilities throughout the week.

RESPONSIBILITIES:

- Schedule, coordinate and oversee volunteers for RW Kids programming at the AWC.
 - Oversee and ensure the efficient implementation of the RW Kids check-in process.
 - Effectively manage communication with parents and volunteers on a weekly basis.
 - Manage and oversee all aspects of RW Kids programming at the AWC.
 - Assist the Children's Ministry Director with recruitment and training of volunteers.
 - Ensure the implementation and adherence to policies and procedures as per "Plan to Protect."
 - When required, substitute for absent RW Kids leaders at other sites.
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OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. All staff are required to complete the Riverwood Covenant Community course and be in full alignment with the requirements of Covenant Community. It is also expected that every staff member makes every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*