



## POSITION DESCRIPTION

**Job Title:** CPC Kids Program Coordinator

**Department:** CPC Kids

**Reports to:** Children's Minister

**Classifications:** 40 hours per week

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**PRIMARY PURPOSE:** The primary purpose of this position is to assist the Kids Director in creating, implementing, and leading weekend programming, midweek programming, camps, and special events. This role will focus especially on creative planning and tactical program support.

**MEASURE OF SUCCESS:** The Kids Program Coordinator should present a positive and helpful attitude with positive feedback from the staff members. This role should invest creative leadership and support for the development of the program. He or she should produce timely, accurate and consistent documents and data necessary to the needs of the Kids Director.

### **PRIMARY RESPONSIBILITIES:**

The Program Coordinator plays a key role in the daily operations of Kids Team, including but not limited to:

- Supporting our Sunday morning program, especially with new family engagement
- Assisting in creating and leading programs, camps, retreats, etc.
- Assisting with the planning of programming and events
- Providing tactical support to run the daily operations of the department
- Assisting in managing and updating our database for those families and kids we serve
- Attending weekly Kids Team meetings

### **SECONDARY RESPONSIBILITIES:**

- Building positive relationship with other church employees and the families we serve.
- Keeping the team informed of problems and provide solutions for identified issues
- Following recommended management procedures described in the HR Handbook
- Performing all duties to meet safety, time and program requirements

### **SKILLS REQUIRED:**

- Proficient with CCB database and check-in system
- Proficient with Mac OS, Word & Excel
- Strong communication skills
- Ability to multi-task and experience working in a fast-paced environment
- Will need to pass a Department of Justice Live Scan