



R E D E E M E R

**Job Position:** Special Event Coordinator  
**Department:** Kid's Ministry  
**Supervisor:** Kids Director  
**Commitment:** 5-7 hours per week  
**Compensation:** Part-Time (Non-exempt)

**Job Scope:**

To work closely with the Redeemer Kid's Director in providing assistance in the execution of Kid's special events throughout the year. The Special Events Coordinator will be responsible for completing the administrative and behind the scenes administrative tasks as directed by Kid's Director.

**Duties & Responsibilities:**

Develop loving community

- Pray for children and ministry
- Establish relationships with children, families, and volunteers
- Keep accountability with Kid's Ministry staff and attend applicable meetings

**Administrative Tasks:**

Special Events include, but not limited to: Eggstravaganza, Adventure Kid's Camp (AKC), Jingle Jam, Christmas service project and various summer events.

- Work with Kid's Director to plan, prepare and execute special events
- Responsible for executing the vision and tasks designated by Kid's director
- Recruit volunteers for all designated events and programs
- Assemble a core team for each event to assist in planning and execution
- Keep accountability with Kid's director and ministry team at applicable meetings
- Be present and an integral part of running applicable events and programs as directed

**Requirements/Skills**

- Excellent administrative skills and experience
- Strong communication skills, both verbal and written
- Dynamic people skills for execution of volunteer recruitment
- Be creative and collaborative and willing to think 'outside the box'
- Experience working in a child learning environment
- Knowledge of and willingness to learn the culture of the church and non-profit entity
- A growing relationship with Christ



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- Ability to work under minimal supervision with volunteer and staff teams
- Ability to interact with parents/volunteers/staff associates at all levels
- A willingness to be a team player
- An energetic and cooperative spirit
- Exceptional moral and ethical character
- A willingness to listen and provide guidance
- Be consistently available on all Special Events