



Position Profile Children's Welcome Coordinator

Working Title:	Children's Ministry Welcome Coordinator
Reports To:	Pastor of Family Ministries
Type of Position:	Part-time [12 hours/week]
Remuneration:	Based on qualifications & salary grid
Date Established:	March 8, 2010
Date Revised:	May 22, 2019

Purpose / Summary

The **Welcome Coordinator** position is a critical part of the Family Ministries team. The goal of this position will be to strategize and execute superior customer service that supports children's ministry programs and builds trust with our community of parents. Particular focus is given to new/visiting families that are not familiar with our systems or our ministries. The Welcome Coordinator should be passionate about inspiring and helping families follow Christ. This position is ideal a person with a background in customer service and computer work. This coordinator will require the skills necessary to recruit, develop, and lead a quality team.

Key Responsibilities

- Recruit volunteers for children's ministry welcome team.
- Manage, inform, grow, and encourage the children's ministry welcome team.
- Administer the registration process and the KidCheck registration system.
- Maintain equipment required for registration. (computers, labels, ipads, updates, etc.)
- Ensure setup and take down of registration equipment on Sundays.
- Purchasing related to our registration system and welcome teams.
- Maintain and refine our system for registering and orientating families that visit our children's areas on Sundays. The goal is to make the experience of getting involved in children's ministry programs as effortless as possible.
- Ensure that new families are welcomed and familiarized to CrossRoads Kids on Sundays.
- Schedule people serving on children's ministry welcome team.

Meetings

- Attend general congregational meetings
- Attend staff meetings
- Attend meetings with supervisor

- Attend Family Ministry team building meetings

Qualifications

Preferred

- Member, or willing to become a member of CrossRoads Church
- Lives a mature and devoted Christian lifestyle (See lifestyle agreement for minimum standards)
- Team builder with experience working well with a team
- Teachable and comfortable with change and growth
- Demonstrates good interpersonal skills – a willingness to serve and a positive attitude
- Requires a high level of initiative and the ability to work independently
- Ability to anticipate needs, to be highly organized, pay attention to detail, multi-task and an efficient time manager
- Demonstrates excellence in written/verbal communication skills
- Excellent customer service skills
- Able to take existing procedures and regularly measure, evaluate, and improve them.
- Has relevant education
- Proficient in the use of Microsoft Office [Word; Excel; Publisher, PowerPoint, Microsoft Outlook], with the ability to learn new applications
- Must sign the CrossRoads Staff Lifestyle Agreement and CrossRoads Confidentiality Agreement.
- Must provide a Criminal Record Check

Process

Please submit your resume and cover letter to Bobbi Kroeger at the Church office or via email to BobbiK@CrossRoadsChurch.ca

CrossRoads Church
38105 Range Road 275
Red Deer County, AB T4S 2N4
p.403.347.6425
www.CrossRoadsChurch.ca

Application closing date is June 9, 2019

“To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him, compassionately impact our world.”