

PEAK Welcome Desk Coordinator

Job Description:

The PEAK Welcome desk coordinator is the first person who will welcome FIC families into the children's ministry. This person should be welcoming and willing to help our families with a smile. The PEAK Welcome desk coordinator will be the PEAK Welcome team leader and is responsible for scheduling a volunteer team to cover Sunday morning services. When the PEAK Welcome Desk is not covered by a volunteer, the Coordinator is responsible for covering the services morning activities.

Personal Responsibilities:

- Demonstrates a deep relationship with and love for Jesus Christ in everyday interactions with others.
- Committed to spiritual growth by spending regular time with the Lord.
- Develops personal evangelism opportunities within and outside the church.
- Models and teaches others to encounter God in worship.
- Willingness to selflessly serve and love people both within Family in Christ Community Church and out in the community of Westminster, CO and beyond.
- Sets appropriate boundaries to protect character and integrity.
- Resolves conflict utilizing Biblical principles.

Position Responsibilities:

Sunday Morning activities covered by the PEAK Welcome Desk Coordinator or Peak Welcome Desk Volunteer, scheduled by the coordinator:

- Have the PEAK Check in system (Realm) up and running by 8:30am. **Coordinator or Volunteer.**
- Unlock classroom doors in use for PEAK Sunday Classes if Deacon has not. **Coordinator or Volunteer.**
- Set out new family materials and is ready to welcome new families. **Coordinator or Volunteer.**
- Welcome new families into the PEAK, showing them where to go. **Coordinator or Volunteer.**
 - Reporting new families to Kelly Vath, PEAK Minister/Director. **Coordinator Only.**
- Connect new families to the FIC Welcome desk so that parents can connect to FIC. **Coordinator or Volunteer.**
- Supervise the PEAK Welcome desk during service insuring children's safety. **Coordinator or Volunteer.**
 - Helping with bathroom breaks, making copies and informing the sound booth if a parent needs to get their child.
 - Informing deacon on duty to unfamiliar activity within the PEAK Children's Wing.
- Help with one-time PEAK programming: **Coordinator Only**

- VBS
- Bethlehem Village
- Easter
- Upcoming family programming
- Able to attend once a month staff meeting. **Coordinator Only.**

Experience:

- **A knowledge of PEAK Children's Ministry.**
- **Work with families and children preferred.**
- **Experienced with Apple products, Microsoft Word & Excel.**
- **Comfortable with computers and setting up a check in system after being trained.**

Hours Required and Pay Rate:

5 Hours per week paid at \$13 per hour.

Time off:

Time off can be taken at any time as long as a volunteer is scheduled covering the position and Kelly Vath has been informed.

To apply, please submit the following via e-mail to kelly@familyinchrist.com

- **Cover letter**
- **Resume**
- **List of three references, with at least two references able to speak to applicant's spiritual maturity and faith.**

For full consideration, please submit all items noted above by October 6 2019.