Hangout Coordinator
FLSA Status: Non-Exempt
Reports to Adventure Avenue Coordinator
Grade I ($9.90 -$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Coordinates the Hangout environment for the KidzWorld ministry on the weekend. Assists during weekend services in Adventure Avenue environments where needed. This position functions in an environment designed for children.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Coordinates the Hangout environment during select weekend services. Includes supervising children, working with kids on crafts, preparing snacks, and assisting with appropriate games. (app. 30%)
- Prepares activities and crafts in advance of the weekend. Coordinates and orders the snacks to be served. (app. 30%)
- Assists lead teachers during select weekend services and fills in as the leader or small group leader as needed. (app. 35%)
- Assists with special events as needed such as KidzWorld FX, Parent Day, preschool FX, and leadership training events. (app 5%)

These duties are subject to change as church needs and strategies evolve.
Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- Teaching experience preferred, but not required.

REQUIRED SKILLS

- Be able to lead children and volunteers effectively.
- Communicate positively with parents and volunteers.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Communicate verbally with others to exchange information.
- Ability to kneel or bend down to a child's eye level.
- Occasionally lift, carry and move up to 30 pounds.

- Occasionally view and operate technological devices, including but not limited to computers, laptops, printers, and radios.
- Quick reaction with movement.

WORKING CONDITIONS

- 95% inside, 5% outside