

Help Wanted

Company Name: Hope Evangelical Free Church

Job Locations: 11893 John F Kennedy Road, Dubuque, IA 52001

Job Title: **Coordinator, Early Family Ministries**

Job Status: Part-time (10-12 hours, primarily evenings and weekends.)

Ministry Overview

Early Family Ministries at Hope Church serves children from birth-Preschool. This is done mainly through weekend services, midweek childcare, weekly children's programs, and some large events during the year.

Job Qualifications

- Character
 - Love for kids and a passion to help them understand the Gospel
 - Solid walk with Christ
 - Emotionally healthy person who can deal with conflict with grace and accept constructive feedback
 - A teachable spirit with a desire to continuously improve
- Gifting & Skills
 - Strong relationship skills
 - Ability to recruit volunteers and direct them
 - Gifts of hospitality, service, and leadership are helpful
 - Organizational skills to plan campus activities and events as part of a team
- Experience/Education
 - Experience working with volunteers and building teams

Job Duties & Expectations

- In cooperation with Director of Early Family Ministries, assist with weekend preparations including volunteer recruitment & scheduling and curriculum preparations.
- Assist with weekend check-in responsibilities, primarily at Kennedy Campus but also some weekends at Roshek Campus.
- Serve as a Midweek Childcare Coordinator during Wednesday morning MOPS and possible additional shifts midweek.
- People
 - Interact with parents as they drop their kids off, building and nurturing parent relationships.
 - Recruit & equip volunteers.
 - Work with Childcare Coordinator during Wednesday morning MOPS to oversee childcare workers and interact with moms as they drop-off kids in childcare area.

For more information please visit website at ehope.org/employment or email hr@ehope.org