**SPECIAL EVENTS COORDINATOR**

***Classification:***Hourly Position

***Reports to:***Kid Care Director and Asst Director

***Qualifications:***Christian, College graduate (Associate degree or comparable qualification), with strong communication, computer, and organizational skills; MUST BE: schedule oriented, creative, able to meet hard deadlines, multi-task and work well under pressure; MUST: pay attention to detail, enjoy large group events, love children and desire to see their best interest served. Exodus 9:16

***Responsibilities:***Primarily responsible for creating, planning, and executing all special events for Kid Care staff and students. Implementing these tasks should be done with a joyful heart and helpful spirit in the ministry of weekday education in order to cultivate relationships.

Duties include, but not limited to:

1. Plan special events for Kid Care students and staff.

2. Maintain a budget for all Special Events.

3. Communicate with staff and parents regarding upcoming Special Events.

4. Create any items, signs, table decorations, or gifts needed for events.

5. Order or purchase supplies for all events.

6. Schedule all events, classrooms, and calendared activities in Planning Center.

7. Secure additional volunteers needed for special event.

8. Oversee and coordinate all activities relating to Staff Appreciation Committee and Room Moms.

9. Assist the Director in all staff fellowships.

10. Aid in planning and implementation of monthly staff meetings.

11. Support staff members and Kid Care Ministry.

12. Attend 24 hours of professional conferences and/or workshops.

13. Attend KC staff meetings and special events.

14. Pray for and with KC staff, children, and families as needed.

15. Minister to staff and KC families to help them make connections to CCC and

 grow spiritually.

16. Understand and adhere to the minimum standards for childcare facilities in the state of Texas, as well as KC Policies.

17. Perform any other assignment the Director or Assistant Director deem necessary.

\*To ensure the safety and well being of the children, all staff must be physically able

 to bend, squat, kneel, run, climb, and lift/carry 40 lbs.