

Large Group Coordinator – Browncroft Kids

Department: Family Ministries

FLSA Status: Non- Exempt

JOB SUMMARY: This person will develop, lead, and oversee production of the weekly Kids Large Group Experience both virtually and in-person. This is a part time position.

REPORTS TO: Kids Director

ESSENTIAL FUNCTIONS:

- Be present Sundays to rehearse/lead/direct in-person large group for kids
- Create monthly schedules for large group teams
- Meet monthly with Set Design Team
- Download, edit and distribute weekly scripts to appropriate team members
- Communicate with Production Team for filming, editing and vision casting
- Be sure sets and props are in place
- Work with Kids Director to be sure of flow for LG and SG
- Recruit and train and develop large group team members

ADDITIONAL RESPONSIBILITIES:

- Attend staff meetings and special training
- Accomplish all other duties and tasks as appropriately assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Mature Christian with a growing relationship with Jesus Christ
- Gifts of leadership and creative communication
- Strong stage presence and public speaking ability
- Administrative/organizational skills
- Committed to creating an excellent and engaging large group experience, both virtual and on campus, where kids can grow in their faith and knowledge of God and His Word

EDUCATION & EXPERIENCE:

- High School degree or equivalent required.
- Directing, writing and implementation of theatrical dramas preferred
- Experience with building and developing teams

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires regular presence during normal and assigned ministry business hours in the church office and within the church facility. Scheduled meetings and ministry activities requiring the participation of the incumbent may occur frequently during evening hours or on weekends. Some visitation calls will require local trips to hospitals, nursing homes, long-term-care facilities, etc. Occasional overnight or daily travel to participate in training events, conferences, or church retreats. Presence at the main church facility (i.e. worship auditorium, Main Lobby or surrounding community “spaces”, classrooms, or offices, etc.) on every Sunday morning between the hours of 8:30 A.M. and 1 P.M. (approximately) is required (except when excused or away on pre-approved leave or vacation).

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature

Date

DATE CREATED/REVISED: July 2021