

Playzone Coordinator

Milestone Church
 Keller, Texas

Employment Type: P/T
 _15___ hours per week

Synopsis of Role

The overall goal of the Playzone Coordinator is to help monitor the children and capacity in the Playzone area while providing a warm and welcoming atmosphere for outside guests. The Playzone Coordinator should intentionally try to connect with guests as time allows, and help enforce overall policies and procedures for the Playzone area.

Principal Responsibilities

- Making sure guests abide by the Playzone policies and procedures.
- Ensuring every guest checks-in and fills out a liability form.
- Maintaining a sense of structure and order in the Playzone during operating hours with a warm, hospitable and welcoming tone that enforces, but does not offend.
- Recruit and build a volunteer team to facilitate check-in for guests upon arrival
- Connect with the parents and adults regarding weekend services, upcoming events, and getting to know them personally.
- Maintain the website to coordinate any closures to due events or inclement weather

Competencies Critical to this Position

Reliable and dependable	Able to adapt to ever changing situations
Highly effective communicator	Ability to resolve conflict effectively
Hospitable and polite, but enforce rules	Demonstrate spiritual maturity and "good" character
Maintain composure in stressful situations.	

Education/Certification Requirements

- Completed the Growth Tract (Discovery 101, Serve Team 201, Values 301)
- Experience with kids is encouraged

Key Performance Measurements

- Maintain communication with Preschool Director
- Use daily, weekly, and , monthly measurements to track Playzone attendance

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: Jessica Vinson.

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.