

**Position Title:** Resource Coordinator

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**Employment Status:** Non-Exempt  
**Time Requirements:** Full-time  
**Reports to:** Director Children's Ministries  
**Category:** Family Ministry  
**Last Updated:** June, 2010

**Job Summary**

The Resource Coordinator is responsible for supporting the ministries of Promise Kids, Kid K'nex & Club 45 through managing resources, materials and environments. This position requires an individual to possess strong administrative, organizational and shepherding skills.

**Primary Responsibilities**

Responsibilities may include but not be limited to the following items:

- Serve as a member of the Children's Ministry team for the development of a cohesive ministry that works successfully within the Family Ministry team to effectively partner and equip families of FPC.
- Incorporate detailed processes &/or systems to manage
  - Resources & Materials
  - Environment Set Up
  - Environment Maintenance
- Work with the Pre-School & Elementary Programming Coordinators to
  - Obtain, Organize & Prep resources/materials for all Children's Ministry venues (*including but not limited to all PK & KK environments, camp, & Sacred Storm*)
- Take primary leadership of all "Behind the Scenes" volunteer support areas such as
  - Set/Prop design
  - Office support
- Perform all other duties assigned by the Director of Children's Ministries