

PLAINFIELD CHRISTIAN CHURCH

**PERFECT FIT &  
TREEHOUSE COORDINATOR**

JOB DESCRIPTION

**SCOPE OF POSITION**

The Perfect Fit and Treehouse Coordinator will oversee the Perfect Fit ministry, which exists to provide kids with special needs at PCC with appropriate discipleship programming. This position will also oversee the open play Community Hours at the Treehouse play area during the week. While overseeing both areas, this position will exhibit the ability to train and equip a team of volunteers that will be used to strengthen each area- by way of spiritual impact, personal care, and relationship building. This position will create relationships with the families of Perfect Fit and Community Hours, as a representative of Plainfield Christian Church, for the purpose of caring for the different families based on their needs. The Perfect Fit & Treehouse Coordinator will serve on the NextGen ministry team and will report to the NextGen Director.

**GENERAL DUTIES/RESPONSIBILITIES**

**Perfect Fit Ministry**

- Oversee Perfect Fit Sunday morning programming.
- Recruit and train volunteers for various roles in the ministry.
- Resource volunteers with materials that will grow their knowledge, ability, and confidence to carry out their different roles.
- Meet with and onboard families with children that are new to Perfect Fit.
- Develop and maintain relationships with Perfect Fit kids and families.
- Coordinate Sunday morning attendance with Perfect Fit families.
- Plan developmentally appropriate curriculum.
- Maintain and update supplies in the Perfect Fit room based on arising needs.
- Oversee Perfect Fit department for VBS.
- Maintain safety plan for Perfect Fit kids and volunteers.

**Treehouse Community Hours**

- Oversee open play Community Hours during the week (currently Tuesday, Wednesday and Thursday).
- Maintain and update the Treehouse play area for kids.
- Maintain and update the hospitality area for parents.
- Recruit and train volunteers to engage with new and current families at the welcome desk.
- Develop and maintain relationships with Community Hours families.
- Follow up with Community Hours families that came to a Sunday morning program.
- Have knowledge of information about PCC for the purpose of representing different areas of ministry that Community Hours families may have questions about.
- Work alongside the NextGen Director to dream about the future potential held within the Treehouse and open play hours.

## **GENERAL QUALIFICATIONS**

- Exhibit a growing relationship with Jesus Christ.
- Has a thoughtful understanding of why these two ministry areas are important to families in our community.
- Ability to envision this position as a ministry that has a heart for children and their families.
- Maintain an understanding and agreement with the values and beliefs of Plainfield Christian Church.
- Demonstrate the presence of spiritual gifts such as leadership, administration, faith, discernment/wisdom, and knowledge/teaching.
- Demonstrate the ability to relate well with people of all ages and to work effectively with other staff and volunteers.
- Ability to plan, organize, prioritize, schedule, and coordinate work tasks and projects independently and with a team.
- Display strong written and verbal communication skills.
- Demonstrate with ability to multiply him/herself through effective recruitment, training, coaching, mentoring, and empowering of volunteers.
- Proficient in the Microsoft Office suite and other appropriate technology.

## **SUPERVISORY RESPONSIBILITIES**

The Perfect Fit and Treehouse Coordinator provides support and supervision to all children and volunteers in the Perfect Fit ministry. This position also provides support and supervision to the open play Community Hours at the Treehouse play area.

## **PHYSICAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the general duties of this job. While performing the duties of their job the employee is regularly required to stand, walk, sit, and to use sufficient hand, arm, and finger dexterity to operate computer equipment. This position requires physical work associated with moving supplies, participating in activities and similar. This position requires visual acuity to read words and numbers and the text and email communication. This position requires speaking and hearing ability to communicate effectively in person and over the phone.

## **WORK ENVIRONMENT**

The work environment characteristics are those generally associated with an office setting, luncheon setting, conference setting, camp setting, and consistent with vocational ministry environments.

## **EMPLOYMENT STATEMENT**

Nothing in this job description restricts Church leadership's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Plainfield Christian Church at-will employment, duties, and responsibilities are subject to the Plainfield Christian Church Employee Handbook.

**WORK HOURS**

This position is full-time, exempt, At-Will position. The hours will vary based upon church need and may include evening and weekend hours.

**COMPENSATION**

This is a hourly position and includes a full benefits package including healthcare, retirement simple IRA plan, paid vacation, paid holidays, and cell phone stipend. Compensation will be commensurate with qualifications and experience of the candidate.