



JOB DESCRIPTION

DATE: July 31, 2025
JOB TITLE: Family Ministry Coordinator
LOCATION: Fort Dodge Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-time, Non-exempt

SUMMARY

The Family Ministry Director will cast a compelling vision for healthy families at the Fort Dodge Campus and manage the staff, structures and strategies that support the vision. This leader will build healthy relationships with parents and equip them through coaching and resources. This leader will also oversee a team of volunteer coordinators who deliver engaging ministry in our four “phased” environments: Wee Kids, Kidventure, MiD and Move. The Family Ministry Director will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Embody and communicate Family Ministry vision to leaders, volunteers and parents using the Prairie Lakes Church Family Ministry/Orange model.
- Curate resources that will help parents confidently disciple their children. Provide coaching through informal 1-1 interactions and in formal settings like weekly volunteer huddles and seasonal classes.
- Oversee and support volunteer coordinators who lead the Wee Kids, Kidventure, MiD, and MOVE ministries. Equip leaders to clarify vision, administer curriculum, and cultivate best practices for their teams.
- Manage the spaces with an eye toward vibrancy, cleanliness, readiness, security and safety. Ensure that technology is working and that leaders are comfortable troubleshooting if it fails.
- Communicate consistently, clearly and warmly in large group instruction, written materials and 1-1 conversations. Consider various audiences, e.g., volunteers, parents, staff, children, students, when sharing about various topics, e.g., Biblical principles, special events, delicate
- Maintain accurate Family Ministry records in Rock RMS as well as a current calendar and budget.
- Collaborate with Family Ministry staff at other sites to ensure continuity of systems, curriculum, events and volunteer development.
- Ensure adequate inventory, e.g., snacks, diapers, and art supplies.
- Coordinate special events, e.g., Child Dedication, Family Fusion, parenting classes, and Faith Milestone experiences.
- Model community engagement by serving outside the church and inviting others to do the same.

SUPERVISORY RESPONSIBILITIES

This position currently supervises volunteer leaders at the Fort Dodge Campus. This involves weekly or bi-weekly 1-1 meetings, regular meetings for planning and evaluation, and seasonal performance monitoring.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from four-year college or university; or one to two years' related experience and/or training.
- Equivalent combination of education and experience accepted.
- One or more years of related education and/or experience preferred.
- Experience coordinating and recruiting volunteers desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- The ideal candidate should be creative, have a passion and heartfelt concern for children and teens, be high energy, hardworking, and possess the ability to motivate others.
- Proficient (or fast learner) in use of current and future communication tools, i.e. cell phones, internet, Facebook, texting, etc.
- Must understand the maturity levels and characteristics of children teens and the challenges they face today.
- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems is important.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____