



FAMILY MINISTRIES

Children's Carnival Coordinator

Job Description

Updated as of March 2019

Time: Avg. 5-10hrs/week (150hr max) **Reports to:** Family Ministries Pastor

Salary Scale: \$14 / hr

Summary

Lead the Canada Day Children's Carnival team for 2019 and create a fun, family-friendly event for the city of Winkler, in partnership with City Hall, Winkler Mennonite Church, and the Gospel Mission Church. The planning team "wins" when families in Winkler feel loved and valued by the church through this event and receive an opportunity to understand the good news of Jesus and take a next step into experiencing church community.

Duties and Responsibilities

- Recruit, build, and lead the planning team for the Carnival.
- Communicate and coordinate with contacts from the partnering churches as well as City Hall.
- Determine main attractions and ensure they are booked in advance.
- Communicate and coordinate details with all vendors.
- Ensure that the Carnival is adequately funded (e.g. church budgets, business sponsorships, etc.).
- Oversee the recruitment and placement of all volunteers from each partnering church.
- Plan a volunteer orientation night prior to July 1st to inspire and equip volunteers.
- Coordinate all necessary details for the main event, including schedules, contact info, volunteer needs, etc.
- Coordinate set-up and clean-up needs.
- Ensure volunteers are supplied with the equipment and materials needed to perform their role well.
- Ensure volunteers are fed supper during the event.
- Collaborate with the City and WMBC support staff to create and implement a promotional strategy.
- Collaborate with the Family Ministries Pastor from WMBC for all major decisions regarding the event.

Preferred Qualifications and Attributes:

- Highly Organized – Able to manage a large amount of details in an organized fashion.
- Creative - Able to think outside the box and creatively realize the vision for this event.
- Team Player - Thrives in a team environment, collaborative on projects, and contributes meaningfully to teams.
- Leader of Leaders - Able to direct and lead volunteer leaders who in turn organize and lead in their assigned roles.
- Communicator – Able to communicate both vision and information in a timely and relevant format.
- Flexibility – Able to adapt and overcome roadblocks with resourcefulness and ingenuity.
- Tech Savvy - Able to create digital documents and spreadsheets and utilize online sharing and storage technologies.

Character and Behavioural expectations

Perfection is not expected, but leaders are expected to demonstrate a high level of integrity and love in both their leadership and personal life. Some of the desired characteristics in an effective Coordinator include:

- Loves the city of Winkler and is eager to serve its citizens.
- Loves the local church and is passionate about connecting people into the faith community.
- Loves Jesus and is in a growing, dynamic, and personal relationship with him.
- Displays humility and an eagerness to serve others.
- Committed to promoting and encouraging unity within the larger Church family in Winkler.

Confession of Faith

All WMBC staff shall be in full agreement with the WMBC Mission, Vision and Values, as well as the Canadian Conference of Mennonite Brethren Churches Confession of Faith.