



KIDS HOPE USA

Position Description

CELEBRATION/EVENT COORDINATOR

REASON FOR POSITION:

Demonstrate the hospitality of the church to the child and perhaps his/her family at events and celebrations hosted at the school, at community venues, and at the church facility itself. Such events, when the family is included, allow the mentors to get to know their child's families and vice versa.

WHO IS MY SUPERVISOR?

KIDS HOPE USA Director

WHAT DO YOU WANT ME TO DO?

Assist the Director in planning two to four activities a year for our KIDS HOPE USA family.

Specific responsibilities:

- 1) Identify possible activities/events.
- 2) Identify and contact people who will assist with planning and implementing of activities/events.
- 3) Create events committees as needed to assist with planning the various activities/events.
- 4) Take the initiative in getting people to interact. Do not allow the event to split down the middle—church folks on one side and KIDS HOPE USA families on the other.
- 5) Be creative with your events and involve others in the church—not just KIDS HOPE USA volunteers. This is a great place for prayer partners (if they have been screened) to meet the families in a very friendly setting.
- 6) Plan ahead to celebrate the graduation of children from elementary school into middle school. Make this an event they will remember!

WHAT DON'T YOU WANT ME TO DO?

Mentor. If you mentor you would be torn between managing a great event and spending time with your child.

WHAT ARE THE QUALIFICATIONS FOR THIS JOB?

Ability to be excited and share in a contagious way the joy of KIDS HOPE USA. Described as being warm, welcoming, fun, friendly, and organized.

HOW LONG WILL THIS JOB LAST?

Minimum of a two-year commitment.