

Coordinator – Discovery Land Birth-3

Team(s): Discovery Land Team

Reports to: Director – Discovery Land

Direct Reports: N/A

Status: Part-time (25 hours per week); Non-exempt.

Regular hours will include Tuesday evenings and Wednesday mornings (Sept-April), Sunday mornings and some holidays.

Position Summary:

Oversee the Birth-3 Discovery Land (DL) programs by recruiting and training volunteers while implementing the established Discovery Land curriculum guidelines.

Individual Responsibilities:

- Recruit, train, equip and coach volunteers and substitutes.
- Implement DL Birth-3 guidelines
- Lead Birth-3 ministries through volunteer teams on Sunday mornings, Tuesday evenings and Wednesday mornings
- Know, study, and coach teams to effectively implement Discovery Land curriculum throughout the week
- Ability to support and guide parents and volunteers through challenging
- Weekly communication with volunteers and parents (parent Facebook posts and Volunteer Team Huddle emails)
- Maintain a clutter free, organized, and kid friendly facility
- Assist in DL family events as needed
- Assist with Baby Dedication Class as needed

Position Requirements:

- A personal, saving relationship with Jesus Christ
- A desire to see kids know Christ as their Savior and grow in Him
- Emotionally and spiritually mature
- Strong organizational, communication, and leadership skills
- Ability to multitask
- Proficiency in Microsoft Word and Google

ORGANIZATION OVERVIEW

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit alliancechurch.org.

