



## Family Connections Coordinator

### Seeds Kurralta Park

### Position & Person Description

**Position:** Family Connection Coordinator

**Tenure:** 0.3 FTE

**Term:** 1 year contract

#### Our Church

Seeds Kurralta Park (SKP) is a Seeds church plant that has been established for nearly 3 years, in the inner west suburb of Kurralta Park. The church has a mission of “Bringing People to Jesus and being transformed into His passionate disciples. More details of the church can be found at [seedschurch.org](http://seedschurch.org)

#### Reporting Relationships

The Family Connections Coordinator is accountable to the Seeds Church Council reporting through the Seeds Kurralta Park Campus Pastor.

#### Principle Focus

Seeds Kurralta Park seeks to establish a vibrant children’s community program that can serve the needs of local young families and also connect families into the Seeds Kurralta Park community. Key characteristics of the ministry will be:

- Attractional, lively and able to engage children
- Relationship Focussed with a strong emphasis on developing friendship and connections between children, their carers, and the volunteer staff
- Welcoming to all
- Create Pathways into the Seeds Kurralta Park Community

#### Overview

The program will initially be in the form of a weekly term time playgroup. The Playgroup will be an outreach to children and families within the local area and create a kind, gentle, compassionate community that demonstrates the love and grace of Jesus, particularly to some of the most vulnerable people. The Playgroup is an outreach program of Seeds Kurralta Park and as such seeks to fulfil our mission of bringing people to Jesus.

The Seeds Kurralta Park Pastor will establish a Playgroup Core Team from within the Seeds Kurralta Park congregation to help ensure a strong connection between the Playgroup community and the Congregation, while also supporting the Family Connection Coordinator.

**Key Duties:**

The The Family Connections Coordinator will be responsible for:

- Working with the Playgroup Core Team to develop the Playgroup model to be used
- Establishing the Playgroup
- Providing for oversight and coordination of the Playgroup each week during the school term
- Ensuring that the Playgroup achieves the Principle Focus, which is stated in this Position Description
- Meeting regularly with the Playgroup Core Team
- Recruiting and training a team of playgroup volunteers to assist with running the Playgroup
- Oversight of the volunteers in accordance with Seeds volunteer practice
- Ensure the safety obligations that are required to operate a playgroup, are met. This includes liaising with the Seeds Business Manager to ensure that all Playgroup volunteers have a current Working with Children Check (WWCC) prior to their commencing as a volunteer with the playgroup.
- As a member of the Seeds Staff Team and in discussion with the Seeds Kurralta Park Campus Pastor, attend relevant Seeds staff meetings and support the whole of Seeds children's activities

**Characteristics:**

The The Family Connections Coordinator will be a Christian who:

- Is committed to Jesus Christ, is open to the leading of the Holy Spirit, and whose life evidences the fruit of the Spirit (Galatians 5:22-23)
- Has a strong and genuine desire to see children and their families become disciples of Jesus
- Has a developing personal devotional life
- Accepts wholeheartedly the vision, mission and values of Seeds Kurralta Park.

**Personal abilities, gifts and skills:**

The Family Connection Coordinator will be a person who exhibits the following abilities gifts and skills:

1. A warm and caring person who is able to build a strong rapport with children and carers from diverse backgrounds
2. Demonstrate a high standard of skills in ministry with preschool children
3. A leader, encourager and builder of team ministry
4. A proven high standard of skills in encouraging and supporting others in ministry.
5. A proven energetic "self-starter", keen to initiate and develop ministry.
6. A proven ability to take responsibility and be accountable for the duties allocated.
7. Strong interpersonal skills.

**Qualifications:**

- Qualifications and/or experience in early childhood care or in early childhood education would be desirable.
- A relevant First Aid Certificate or willingness to obtain one is essential.

**Working Hours**

The position is for 11.25 hours per week (0.3 FTE) with flexible hours to be negotiated.

**Work Location**

The Family Connections Coordinator is normally expected to work from the Seeds Kurralta Park complex.

**Special Conditions**

1. Completed a satisfactory Working with Children Check (WWCC) prior to commencement.
2. Attend the Seeds Kurralta Park Sunday morning worship

**Signatures of Parties**

Date position description agreed after negotiation with the appointee/occupant: .....

Name of Appointee/Occupant: .....

.....  
Signature:

.....  
Date:

Name of Supervisor/Line Manager: .....

.....  
Signature:

.....  
Date: