



ROLE DESCRIPTION • Part Time

Position Title:	Kids Coordinator	Reports To:	Kids Director
Department:	Kids	Supervises:	Volunteers

Position Purpose:

SUMMARY:

To work with and support the Kids Director by helping to oversee and execute the weekend Kids ministry. The Kids Coordinator will also assist with church events that involve kids and their families, and help in other areas of Kids ministry as needed.

Job Description

RESPONSIBILITIES

The following are the core responsibilities of the role and estimated percentage of time devoted to each area:

1. (15%) **Facility Oversight:** To oversee the set-up, resetting, and tear down systems of all kids environments that ensure clean, organized and safe children's spaces.
2. (15%) **Volunteerism:** To recruit, train and deploy volunteers into the various volunteer roles of Kids ministry, while attending all kids leader meetings and trainings.
3. (40%) **Administrative Support:** To systematize and execute administrative tasks that include weekly curriculum & activity preparations, weekly attendance reporting, weekly parent newsletter, and regular database management.
4. (20%) **Programmatic Oversight:** To oversee the programmatic activity of our Sunday kids programming, providing substitutionary volunteer or pastoral support when needed.
5. (10%) **All-Church Support:** To provide support to special events when needed, while having consistent engagement in all-staff meetings, retreats, and trainings.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma
- Experience in building teams

REQUIRED SKILLS

- Building Effective Teams
- Planning & Priority Setting
- Communication/Presentation Skills
- Managerial Courage

SPIRITUAL GIFTS

- Administration
- Teaching
- Discernment

PHYSICAL LABOR REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds (NOTE: pending on role)