

DATE: February 2021

JOB TITLE: Children's Ministry Coordinator

REPORTS TO: Family Pastor

JOB CODE: Full-time, 32 hours per week/Non-exempt/Permanent status

DEPARTMENT: Children's Ministries

BENEFITS: Paid Vacation and Sick Days, Retirement, Health Insurance

PRINCIPAL FUNCTIONS:

To assist the Family Pastor in the administrative and logistical implementation and organizing of all children's programs including but not limited to KidsZone Sunday mornings, AWANA, VBS, and various special events.

POSITION QUALIFICATIONS: This person is a passionate Christ follower and dedicated to the local church, experienced working with children within the church, has good people skills, able to multitask with focus, experienced working in team environment, able to lead teams of volunteers, maintain professionalism, understands and appreciates the First Baptist Church mission statement and able to model a Christ-likeness to children and families.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in communicating with our families via phone, Facebook, email, text, and in person.
2. Oversee all curriculum distribution to teachers monthly.
3. Assist on tracking financials on Children's Ministry accounts.
Ex. Organizing receipts, reimbursements, deposits, budget expenses.
4. Coordinate the Sunday class rotations.
5. Communicate with curriculum volunteers on weekly needs.
6. Update ACS database on all families registering in the Children's Ministry.
7. Monitor class numbers/attendance and communicate accordingly with the Minister 8.
- Maintain Children's Ministry building presentation.
9. Ensure that all rooms are ready for teachers on Sunday morning and Wednesday evening.
10. Oversee all purchases of supplies used within the Children's Ministry including snacks, paper goods, nursery items, craft supplies, office supplies.
11. Keep the website current on monthly lessons for parents.
12. Assist as needed planning/during special events such as VBS, AWANA Kickoff and Awards, Promotion Sunday, Baby Dedications, and Teacher Luncheon.

NECESSARY SKILLS AND EXPERIENCE:

- Ability to form and lead teams of volunteers.
- Ability to work with parents in an understanding, supporting and encouraging way.
- Supervisory, administrative and strong interpersonal skills.
- Ability to multitask and keep the big picture in mind.
- Maintain a professional attitude.