

DATE: July 16, 2024

JOB TITLE: Children's Ministry Coordinator

REPORTS TO: Lead Pastor

JOB CODE: Part-time

HOURS: 15-20 hours per week based on budgetary availability at time of hire.

~FLEX to 30hrs per week for up to an 8-week period during summer VBS season

FLSA STATUS: Non-Exempt

DEPARTMENT: Children's Ministries

BENEFITS: This position being Part-Time in nature is not eligible for Paid Time off or Insurance benefits.

PRINCIPAL FUNCTIONS:

Under direction of the Lead Pastor, carry out administrative tasks, logistical implementation and organization of all children's programs including but not limited to: Sunday morning KidsZone, VBS and various special events.

POSITION QUALIFICATIONS/EXPERIENCE:

1. Ability to form, organize and lead those who serve in any capacity within the KidsZone.
2. Ability to recruit and train serve team members.
3. Ability to work with parents in an understanding, supporting and encouraging way.
4. Supervisory, administrative and strong interpersonal skills.
5. Ability to multitask and keep the big picture in mind.
6. Maintain a professional attitude.
7. Ability to adapt and remain flexible.

DUTIES AND RESPONSIBILITIES:

1. Regular communication with families, including follow up contact with first-time guests.
2. Oversee all curriculum distribution to teachers weekly.
3. Assist on tracking financials on Children's Ministry accounts.
Ex. Organizing receipts, reimbursements, deposits, budget expenses.
4. Coordinate the Sunday class rotations.
5. Update OnRealm database on all families registering in the Children's Ministry.
6. Monitor class numbers/attendance and communicate accordingly with staff.
7. Maintain Children's Ministry building presentation.
8. Ensure that rooms are ready for teachers on Sunday morning.
9. Oversee the purchase of all supplies used within the Children's Ministry.
10. Plan/lead special events directly related to Children's Ministry such as VBS, Promotion Sunday, and Baby Dedications.
11. Overseeing systems for background checks, safety, and security procedures.
12. Provide serve team leaders with training and Children's Ministry best practices.
13. Assist with Baptism counseling for kids.