

Job Description

Children's Ministry Coordinator

SUMMARY

The Children's Ministry Coordinator is a Christ-centered leader, who faithfully models a life of Christian discipleship, and who desires to share Jesus' love with children and their families. The Children's Ministry Coordinator supports the goals of the Children's Department staff. He/she collaborates with and assists the department by facilitating efficiency in project management, understanding the needs and dynamics of the children, teachers, staff and volunteers, and assists with the administration and implementation of all programs and policies.

ACCOUNTABILITY

Accountable to Associate Pastor of Congregational Care and Families

SUPERVISION

Supervised by Children's Director

RESPONSIBILITIES

1. Programs, Classes and Relationships

- Support the elementary area of ministry on Sundays within the Children's Department (K–5th grade), equipping and encouraging teachers to be a part of children's faith formation.
- Coordinate with the volunteer leaders of GROW to handle registration, funds, recruitment and publicity. Attend all GROW sessions and help as needed (16 weeks/year).
- Serve as a resource to the volunteer leaders of all Children's programs.
- Assist with supervision of childcare workers for church events.
- Implement Children's Department safe place policies and procedures, and create organized, engaging, fun and Christ-centered environments on Sundays and at other special programs and events.
- Nurture positive relationships with/among parents, children, staff, and volunteers.
- Assist and plan special seasonal programs with the Children's Director (volunteer recruitment, scheduling and training).

2. Volunteers and Team Ministry

- Supervise and prayerfully support all volunteers and leadership within assigned area of ministry. Build relationships and help to recruit and retain volunteers in Children's ministry.
- Build collaborative teams with all volunteers, provide leadership "presence" and guidance in ministry and in faith.

3. Administrative Tasks & Facilities

- Maintain the Children's Department calendar; manage the annual registration process for new and returning families; place curriculum and supplies orders; maintain a database of children and families; perform background checks; compile volunteer rosters and teaching schedules, and provide timely communication to volunteers, parents and congregation.
- Work with Children's and other SPC staff to maintain order and cleanliness in the rooms used by assigned age group.
- Attend Children's staff meetings and other staff meetings as requested.

- Provide clerical support and administrative support to the Children's Department, including GROW and MOPS. Facilitate communication and marketing for events and programs with the Communications Department.

QUALIFICATIONS

- A professed commitment to Jesus Christ demonstrated through Christian growth and lifestyle
- Organized, excellent interpersonal skills, a self-starter with strong management and leadership skills; Ability to assess situations, make decisions, and maintain confidentiality
- Experience in working with children and overseeing programs for children
- Ability to build positive relationships with parents, co-workers, and supervisors
- Receive required training (CPR/First Aid)
- Must submit and pass a background check

HOURS

Part-time or Full-time (amount of hours per week is negotiable); non-exempt; Includes Sunday mornings, some Wednesday evenings, some weekends and some holidays.