

## **Children's Ministry Coordinator** (part-time)

Approx. 20 hours a week

Associate/Bachelor Degree required

Children's Ministry experience required

### **CANIDATE DESCRIPTION:**

The candidate for this position should be a Christ follower who is striving to grow and mature in their faith. They should desire and seek to be connected to the body of Christ (the local church) for personal growth and encouragement. This person should have skills that help them relate to various people in varied situations. A passion for children and their families should be true of this individual.

### **RESPONSIBILITIES:**

Oversee the entire GraceKids ministry (birth – 4<sup>th</sup> grade)

This includes but is not limited to the following:

- Print, organize and distribute preschool and elementary curriculum weekly

- Work with elementary and preschool leaders to provide supplies and props on a weekly/monthly basis

- Coordinate with key staff regarding weekly schedules

- Spend Sunday's working with volunteers and interacting with children and families

- Coordinate the set up and tear down of shared spaces each week

- Produce monthly theme information for signage and for parent handouts

- Coordinate programming for special services (i.e.: Communion, Christmas Eve, etc...)

- Develop and cultivate relationships with volunteer staff on a personal level as well as through training opportunities