

# Job Description

<b>TITLE:</b> Kids Ministry EC Coordinator	<b>SUPERVISOR:</b> Kids Ministry Director
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<b>PURPOSE STATEMENT:</b>
This position is responsible for providing leadership and coordination for Early Childhood Kids Ministry for children ages birth through Pre-Kindergarten.

<b>ATTRIBUTES:</b>
<ul style="list-style-type: none"> <li>• <b>Faith-filled.</b> A strong personal relationship with Jesus Christ and a calling to share His love and teachings with young children.</li> <li>• <b>People-focused.</b> Loves connecting with and is experienced in recruiting and leading diverse groups of people.</li> <li>• <b>Planner.</b> Works in advance to make ministry happen in an organized, consistent way.</li> <li>• <b>Positive.</b> A proactive collaborator and team player.</li> <li>• <b>Developer.</b> Eager to see people grow to their fullest potential.</li> <li>• <b>Innovative.</b> Able to create, problem-solve, and think outside the box.</li> </ul>

<b>RESPONSIBILITIES:</b>
<p><b>Kids Ministry Early Childhood Volunteers</b></p> <ul style="list-style-type: none"> <li>• Builds a community of volunteers to make volunteering a profoundly enriching experience;</li> <li>• Recruits, trains, schedules, and provides ongoing coaching and support to volunteers;</li> <li>• Oversees the spiritual growth and skills development of volunteers;</li> <li>• Coordinates volunteers to ensure lesson preparation, securing needed supplies, and set-up/clean-up of classrooms.</li> </ul> <p><b>Kids Ministry Early Childhood Students</b></p> <ul style="list-style-type: none"> <li>• Provides a nurturing, safe, and secure environment for young children to pursue a Whole Life in Jesus;</li> <li>• Follows and enforces all child protection policies and procedures as stated in the Child Protection Policy and Procedure Manual;</li> <li>• Provides administrative and registration support for Kids Ministry programming and events.</li> </ul> <p><b>Creative and Administrative</b></p> <ul style="list-style-type: none"> <li>• Contributes to the creative planning process for occasional special worship services and events, including but not limited to Summer Blast, Eggstravaganza, The Christmas Experience;</li> <li>• Other duties as assigned by the Kids Ministry Director.</li> </ul>



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## **WORK SCHEDULE:**

Part-time position working a maximum of 28 hours per week with typical working days normally including Tuesdays 7:30am – 3:30pm, Wednesdays 8:00am – 3:30pm, Fridays 8:00am – 3:30pm, and Sundays 8:00am – 1:00pm. Occasional meetings and commitments require additional time outside regular work hours, including participation in all-hands-on-deck events.

## **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

- Knowledge and/or experience with preschool and early childhood development;
- Experience with a variety of approaches, models, and resources necessary for carrying out a vital creative ministry geared toward children;
- Strong written and verbal communication skills;
- Exceptional skills in working with people;
- Ability to provide leadership for a large number of volunteers and build ministry teams by raising up and investing in volunteer leaders;
- Ability to work effectively with all Microsoft Office applications. Database management experience is a plus;
- Strong personal commitment to Jesus Christ, a member of Pathfinder, or an eagerness to join the Pathfinder community.