

PERSONNEL DESCRIPTION: **Kids@Eastmont Coordinator**

PERSONNEL CLASSIFICATION: Ministry Staff

#### JOB DESCRIPTION:

The Kids Ministry Coordinator is responsible for supporting and promoting a birth through 5<sup>th</sup> grade ministry involving education and activities for children and the families of children who attend the Eastmont Campus. While providing a Gospel-friendly environment that encourages spiritual growth and family enrichment, the Kids Ministry Coordinator will also help manage a vibrant overall kids ministry for the church while identifying and developing servants to help maintain the ministry.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Help plan and promote all ministry strategies while overseeing and supporting communication of these activities at assigned campus
- Help oversee the creative planning for the weekly worship experience and Wednesday night programming
- Recruit and train volunteers for supporting the ministry and special events
- Manage and coordinate with the kids ministry volunteers, ensuring the safety of the children and work with the Campus Pastor/Next Gen Leader to help ensure the promotion of sound doctrine
- Make sure all teachers and leaders have the materials, curriculum and resources needed for various ministry needs
- Work with the campus administrator to help manage the kids ministry budget and calendar
- Under the direction of the Campus Pastor/Next Gen Leader, interface with specific ministry team leaders that support the kids ministry (i.e. VBS, Camps, Eastmont Elementary School outreaches and ministry milestones)
- As a loyal team member, cooperate with other staff members and follow the leadership of the Campus Pastor attending staff meetings as they are scheduled
- Make recommendations as to the use of the church buildings and property
- Other duties as assigned

#### RELATIONSHIPS:

- Reports to the Campus Pastor at Eastmont
- Interacts and coordinates frequently with Pastors, Ministry Staff, and Volunteer Leaders to help execute the requirements of the ministry

- Supports other campus Kids Coordinators (i.e. Kid Min Outreach Coordinator) to help execute bigger events such as VBS, Kids Camp, outreaches and milestones
- Communicates frequently with Campus Pastor, Next Gen Leader, Church Administrator and other staff members to help execute ministry objectives

#### REQUIREMENTS:

- Commitment to the mission and values of First Baptist Kettering & Eastmont
- 6-8 hours per week
- Duties typically include Sunday mornings and Wednesday nights as required work times

