



Kids Ministry Coordinator Job Description

REPORTS TO: Kids Ministry Director

POSITION TYPE: Full-time, Hourly, 40 hours/week

PURPOSE OF THE POSITION: The Coordinator will oversee the Kids Ministry potential volunteer onboarding systems, all social media and communication platforms, as well as manage the offering initiatives. They will also oversee the Family Greeter team and assist with events.

PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:

- Leadership, administration, shepherding, encouragement
- Builds Relationships: Uses appropriate interpersonal skills to work effectively with others on the team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- Provides ideas for events, researches best practices/strategies as well as feedback on other ideas.
- Demonstrates good written, oral, and listening skills
- Builds Effective Teams: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area's Kids Ministry
 - Strong organizational skills and attention to detail
 - Ability to prioritize and to be flexible as projects and their importance shift
 - Team player who works well with various personalities and has consistent, positive influence within the Kids Ministry Team
- Teachable and approachable
- Agrees with BACC Statement of Beliefs, Position Papers and meets all requirements to be a Ministry Partner
- Attends BACC or is willing to begin attending

RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

Sunday Responsibilities:

- Oversees the family greeter team
- Assists Preschool and Elementary Coordinators with Sunday needs
- Oversees quarterly offering initiatives
- Collects content for social media
- Purchases all necessary items for electronic check-in
- Maintains check-in areas
- Meets with potential new volunteers in the on-boarding process
- Recruits for Kids Ministry volunteers
- Provides current check-in reports for every gathering to each Coordinator
- Helps volunteers in rooms when needed

Weekday Responsibilities:

- Schedules weekly social media posts
- Manages volunteer onboarding process
- Assists with potential new volunteers in the onboarding process--introduction to Kids Ministry, phone calls, running background checks, emails, etc.
- Keeps all family greeter information updated within the database
- Designs Easter/Christmas/special theming for happening areas when needed
- Decorates monthly happenings boards
- Plans offering initiatives to partner with local and global outreach
- Works to plan Kids Ministry Events and handle administrative tasks
- Updates website for Kids Ministry
- Creates and sends weekly resource email
- Attends events on Kids Ministry Calendar
- Maintains and updates Kids Ministry Calendar
- Assists with birthday cards for kids and leaders
- Other BACC responsibilities as assigned by the Kids Ministry Director