



Job Description Ringwood eKids Coordinator

Reports to: eKids Director

Supervises: Ringwood eKids Volunteers

Role Type: Part-Time (10 hours per week)

First: You are a gospel minister.

Before you are a director, manager, cleaner, pastor, scheduler, or leader... you are a minister of the gospel. Every task, whether leading staff, creating collateral, planning an event, or taking out trash, is ministry. At Emergence, there is no such thing as “that’s not my job.” We do what is needed to serve the mission. We don’t say “they should handle that”... we ask, “How can we help?” The mission comes first, and we serve wherever needed.

Second: You are part of a team.

This is not “my department” versus “their department.” This is our church, our mission, and our responsibility. We don’t operate with an “I” mentality; we operate with a “we” mentality. We win together, solve problems together, and carry burdens together. Unity, humility, and teamwork are essential. At Emergence, it’s not “them”, it’s “us.”

Third: You are a volunteer coordinator.

Every staff role at Emergence includes equipping the saints for the work of ministry. You are not simply here to do a ministry, you are here to multiply it by recruiting, training, organizing, and empowering others to serve effectively. Healthy ministry means building teams, developing leaders, and creating opportunities for people to use their gifts for God’s glory. We do not just fill roles; we equip people to grow as disciples through serving.

Specific Role

Advance the Children’s Ministry vision at Emergence Ringwood Campus by helping children grow to Love Jesus, Love people, and Plow a Counter-Culture. Partner with parents as they disciple their children and support the broader children’s ministry, helping develop and lead a dynamic team of volunteers.

Support eKids Vision:

- Kids excited about Jesus
- Parents equipped to lead their families like Jesus
- Team empowered to share Jesus
- Creating a growing faith that makes leaders of the church

Measures of Success

The indicators of success for this position will be growth and development in these primary areas:

- Leadership and recruitment of eKids volunteers for current ministry and growth beyond
- Training and care of team members, including solid organization of the ministry
- Partnership and relationship building with parents
- Effective communication to parents and team members
- Setting the tone for a fun, Gospel-centered, quality kids experience in eKids
- Maintenance of systems and schedules

Qualifications

- Has trusted in Jesus Christ as Savior and demonstrates a growing relationship with Him
- Demonstrable leadership in identifying, recruiting, training and equipping team members
- Ability to communicate well with parents and children
- Has a teachable spirit and has demonstrated effectiveness in a team environment
- Gifted in teaching that develops Christian maturity- Gospel-centered teaching that is accessible to unchurched kids and develops Christian growth.
- Strong organizational skills and careful attention to detail
- Experience working with children
- Able to handle personal and pastoral information with discretion
- Fully aligned with Emergence's Doctrinal Statement, Key Distinctives, and Membership Covenant
- Embody staff values.
- Background check required

Duties and Responsibilities

- Work with team to create and implement a comprehensive strategic plan for Ringwood eKids
- Identify, recruit, train and develop volunteers to assist within ministry
- Maintain systems and routines within eKids: registration, tech, admin, CCB communication, etc.
- Oversee systems and facility to ensure functionality, along with processes to sustain growth
- Build relationships with families and children
- Manage behavioral challenges within the classrooms, along with providing effective classroom teaching and management techniques to team
- Oversee volunteer schedule weekly to ensure all classrooms have adequate adult to children ratio
- Set up and break down with care for the facilities
- Ensure curriculum, supplies and materials are provided and replenished
- Assist Children's Team with weekly ministry tasks as needed
- As a member of staff, participate in Emergence events as much as possible

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first
- Be a generous investor of time, talent, and treasure
- Be loyal to the vision and staff of Emergence and always protect the unity of the church
- Invest and invite the lost to know Jesus and come to Emergence

General Expectations

- Seek to develop personal gifts related to the accomplishment of your role
- Anticipate needs and proactively solve problems
- Demonstrate professionalism, flexibility, and a servant-hearted attitude
- Respond to communication within 24 hours when possible
- Generally, don't stink at your job

I understand this job description reflects the general scope of my role and that responsibilities may evolve based on the needs of the organization.

Signature: _____

Date: _____

