

Position:	Children's Ministry and Inclusion Coordinator
Classifications:	Program Staff
Reports To:	Co-Director of Children's Ministry, Curriculum and Classroom Development
Evaluation Due:	Annually by Co-Director of Children's Ministry, Curriculum and Classroom Development
Supervises:	n/a
Staff Liaisons:	n/a

Job Objective

The Children's Ministry and Inclusion Coordinator will work closely with the Co-Directors of Children's Ministry to support all efforts in the ministry and implement the inclusion ministry.

Essential Functions

- Support Wednesday evening program (BLAST)
- Secure and oversee support for inclusion ministry in early childhood and elementary education programs.
- Prepare for Sunday morning Sunday school by securing supplies, organizing sign-in sheets, and organizing needed supplies
- Prepare classrooms and resources to be accessible to all children
- Support Sunday morning efforts by greeting parents, staff, and volunteers and coordinating their efforts
- Support "PowerUp" program by working with Co-Directors to establish all needs
- Support milestone events (for all Kindergarten through 5th graders) with physical presence to address any day of needs

Qualifications

- Relevant experience working with church ministry
- Strong organizational skills

Core Competencies

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.

Helping Orientation: Demonstrates concern for and attends to the needs of the internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Aesthetic Awareness: Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

Physical Demands: Requires sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a PC, photocopier, calculator, and other office equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in office environment, involving contact with staff and the congregation. Work may have deadlines, multiple interruptions, high volume and may be stressful at times.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.