

# **Children's Ministry Coordinator Job Description**

## **General Description**

Santa Cruz Bible Church has a vision to be the presence of Christ in our community. We believe that investing in the lives of children and families is an awesome privilege and one that we desire to move into even more in the years to come. The Children's Ministry Coordinator will work with and support the Children's Ministry Director by helping to oversee the weekend Children's Ministry programs. The Children's Ministry Coordinator will also assist with other weekly programs that involve childcare, church events that involve children and their families, and help in other areas of Children's Ministry as needed. This position is a part-time position with 20 to 25 hours per week.

## **Essential Job Functions**

1. Provide a clean, organized and safe environment for children.
2. Recruit, train (both initial and ongoing) and assist with scheduling volunteers.
3. Oversee and confirm scheduled volunteers weekly and find substitutes as needed to ensure classrooms and programs are properly staffed.
4. Coordinate volunteers and prepare for one weekly, non-Sunday childcare need which may take place in the daytime or the evening.
5. Work directly with volunteers to support their efforts in the ministry through good communication, training, and exemplary leadership.
6. Assist with special events, such as VBC, Fall Festival, movie nights, and other events geared towards children and their families.
7. Prepare weekly curriculum, including editing and emailing lessons, gathering supplies, and preparing classrooms for the weekend.
8. Work with volunteers, staff, and families to ensure that Kindergartners have a smooth transition to the Elementary Program.
9. Attend weekly staff meetings and Children's Ministry staff meetings.
10. Partner and care for families by modeling and equipping them to pursue Jesus passionately, love fearlessly and go intentionally.

## **Experience and Qualifications**

We are excited to have a person that joyfully embraces our vision as a church (<http://santacruz bible.org/about/welcome/>) and desires to carry that vision out in the lives of children. We are looking for a team player with a mature faith, a creative and enthusiastic attitude, and prior experience in education and/or children's ministry. The candidate will need to have good communication skills as well as strong administrative, organizational, and time management skills. The ideal applicant will be a leader that relates well to both kids and adults and is able to bring life and excitement to the Children's Ministry program. The candidate will help to create a place where kids can begin to pursue Jesus passionately, love fearlessly and go intentionally.