

## JOB DESCRIPTION

**Coordinator**

**Campus: Bath**



**Ministry:** Children's Ministry

**Ministry Position:** Montrose Lil POWER Kids & Childcare Coordinator

**Time Commitment:** 5 hours per week as Lil POWER Kids Montrose Coordinator and average of 10 hours per week depending on event needs. Event frequency varies throughout the year.

**Reports to:** Christy Kear, Director of Children's Ministry

### Position Overview

The Montrose Lil POWER Kids Coordinator serves to support the Children's Ministry of Grace Church Bath Campus by overseeing all Sunday volunteers & ministry within Lil POWER Kids (newborn - 3 years old) at the Montrose location. The Childcare Coordinator serves to support the Children's Ministry of Grace Church by overseeing all childcare workers and childcare for the Bath Campus all-church events and ministry events.

### Essential Job Functions

- Lead the Lil POWER Kids Ministry in such a way that honors God and provides a safe, loving, and spiritually nurturing environment for children newborn-3 years.
  - Recruit, train, and retain volunteers to ensure adequate staffing for Lil POWER Kids Ministry for Sunday services at Montrose for ages newborn-3.
  - Assist as needed in other children's ministry activities that need care for Lil POWER Kids aged-children.
  - Weekly report to to discuss issues, report progress, toys cleaned/broken, supplies, etc.
  - Weekly contact with volunteers to develop leadership, discuss issues, ensure adequate staffing by trained volunteers, etc.
  - Weekly recruit! Weekly e-mail reminders to volunteers. First Impressions and Guest follow-up, always be thinking of ways to improve in regard to first impressions, follow-up, check-in, nursery procedures, etc.
- Coordinate childcare for Grace Church events
  - Arrive 30 minutes in advance of event scheduled time.
  - Ensure that the event is properly staffed by making phone calls/emails to volunteers to secure childcare teams.
  - Oversee and assist with staff and child check-in, nametags, and greeting.
  - Oversee and assist with classroom schedule, games, and snack.
  - Communicate parent /child issues that arise.
  - Serve as the point-person for child emergencies.
  - Oversee all classrooms, children, and volunteers.
  - Coordinate and manage classroom clean up.
  - Own the administration of all policies and procedures.

- Work with Finance Manager to monthly pay childcare workers for all Grace events.
- Work with Director of Children's Ministry for Children's Ministry events as needed.
- Weekly meetings with Grace Staff or Children's Ministry staff.

### **Requirements**

- Must complete Grace Church Children's Ministry's application, interview, training, reference check, and criminal background check.
- Must be dependable and able to arrive on time.
- Must have organizational skills to efficiently coordinate and manage childcare needs.

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

### **General Requirements**

- Is a regular and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing
- processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30/60/90 day and annual reviews by the Director of Children's Ministry.
- Input from staff and volunteers