

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Part-time Kids Ministry Coordinator
- **Staff Grade:** Part-time (20-25 hrs/wk), Non-exempt
- **Accountability:** Reports to Kids Ministry Elementary Director
- **Ministry/Dept.:** Kids Ministry

Purpose: The Kids Ministry Coordinator is part of a team that provides ministry to families and children both online and in person.

Duties & Responsibilities:

1. Help recruit, discover, train, schedule and support the people who serve the kids.
2. Serve as a leader in Kids Ministry supporting all existing and upcoming kids ministry events.
3. Help plan Kids Ministry online and in person curriculum and content.
4. Assist with Kids Ministry event planning- including but not limited to Candypalooza, VBS, baptism celebrations, training events.
5. Assist in creation of and preparation of training materials for volunteers.
6. Support and participate in all church wide events such as Candypalooza, VBS, Christmas Eve, Easter and other events which may be added in the future.
7. Assist with Kids Ministry event planning- including but not limited to Candypalooza, VBS, baptism celebrations, training events.
8. Be on-site for both Sunday morning services.
9. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Skills and Educational Requirements:

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.

- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling, and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Some college credits preferred with a minimum of three years office experience.

Organization Relationship:

This position shall be directly accountable to the Kids Ministry Director or his/her designee and through the Kids Ministry Director to the Senior Pastor. This position will have contact with church attendees, paid staff, and outside vendors.

Working Conditions:

This is a salary and part-time position (approximately 20-25 hours per week), with a regular weekly in-person schedule determined with the Kids Ministry Director. Work should be done primarily on campus for scheduling and preparation, and on-campus during Sunday service times or when events take place. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter. Continuing education including spiritual formation as directed by supervisor, including one conference per year.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name