



Kids Coordinator
K-2nd Grade
Part-time, 20 hrs, non-exempt
Department: Next Gen, Kids, SLP
Reports to: Kids Pastor, SLP

The Kids Coordinator supports the mission of Emmanuel Christian Center by overseeing all aspects of the K to 2nd Grade ministries with direct oversight at the Spring Lake Park location. The ideal candidate will have a heart for Emmanuel understanding the vision and mission. In addition, this individual should possess a passion for people along with high-capacity organizational skills. This is a part-time position that reports directly to the Director of Emmanuel Kids.

Requirements

- Passion for seeing children grow in their relationship with God.
- Experience with kindergarten to 2nd grade children.
- Be a positive, high energy person with great relational skills.
- Experience building and leading teams of volunteers.
- Be a flexible and teachable team player.
- Ability to give and receive constructive feedback.
- Effective communication skills with adults and children.
- Be able to problem solve and think strategically.
- Ability to supervise and perform detailed work, specific to department with minimal supervision within assigned deadlines.
- Must have proficient computer skills.
- Must be able to handle confidential matters/material with excellence.
- Candidate must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.
- Must agree and adhere to the Emmanuel Employee Christian Code of Conduct Agreement.

Responsibilities

- Building volunteer teams and developing volunteer teams.
- Leading engaging volunteer team meetings and huddles.
- Oversee weekly services on Wednesday and Sunday at Spring Lake Park location.
- Oversee special events at Spring Lake Park location.
- Plan and prepare for weekly, age-appropriate ministry for connect groups.
- Plan and prepare for weekly, age-appropriate ministry for large group.
- Use MyEmmanuel to manage/schedule Emmanuel Kids team members.
- Build relationships and communicate on a regular basis with team and families.
- Be available to support and assist other locations regarding curriculum, supplies, policies, and procedures.
- Manage budget and supplies.
- Ensure rooms are clean, organized, and inviting.
- Attend department meetings as needed.

I have read and I understand the duties and responsibilities of this position.

Signature _____ Date _____