

GOOD NEWS

POSITION TITLE: Elementary Kids Coordinator

DATE: August 2023

SUPERVISOR: Kids Ministry Director

TIME COMMITMENT: Part Time, 20-30 hours a week

Work alongside the Kids Ministry Director providing administrative support for Kids Ministry as we help families build their lives on the reality of Jesus.

LEADERSHIP ROLES:

1. Provide administrative support to the Kids Ministry Director.
2. Participate in the planning process and programming of Kids Ministry on Sunday Mornings and Wednesday Nights.

KEY RESPONSIBILITIES:

1. Provide Administrative Support
 - Oversee supply orders for weekly ministry keeping the supply room sourced & organized.
 - Make materials are prepared and ready for Sunday morning & Wednesday night programming.
 - Create a welcoming environment and experience for new guests handling check-in stations & welcome notes.
 - Responsible for keeping the supply room stocked and organized.
 - Handle registrations and release forms for events through Planning Center.
 - Manage database making sure we have updated information.

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- Ensure all volunteers have completed background checks and training.
- Order food for Wednesday Night.
- Send monthly birthday cards to Kids and Volunteers.
- Assist VBS Team with focusing on details like registration & logistics.
- Build relationships with parents & volunteers.

2. Planning Process and Programming

- Meet weekly with the Kids Ministry Director to provide insight into the effectiveness of weekly programming offering perspective on changes when needed.
- Help design and create special events thinking of creative ways to reach new families and deepen the faith of all kids and families involved.
- Occasionally host large group gathering
- Attend and help with GNKids events such as Daddy Daughter Dance, Easter, VBS, Blessing of the Backpacks, and Christmas.