



Valley Community Baptist Church Job Description

Valley Kids Coordinator

Ministry Division: Valley Kids

Purpose: The Valley Kids Coordinator implements opportunities that welcome children into our communities to hear about Jesus. This role includes overseeing Valley Kids Girls Club, implementing outreach and family events, and helping to plan and implement events to equip parents.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution.

The candidate should possess many of the following core gifts, passions, and qualifications:

1. A maturing leader who is growing spiritually, models spiritual transformation, and demonstrates a passion to help others grow
2. Communicates and works well with children and parents, and has a passion for seeing them grow in their relationship with the Lord
3. A team-builder who communicates and works well with adults, and can organize teams to carry out ministry
4. Demonstrates an ability to create an environment where ministry volunteers are loved, encouraged, and supported in their growth as disciples
5. Has a collaborative style of leading up and down in the organization
6. Has a strong desire to honor God and inspire His people through excellence
7. Demonstrates excellence in planning, organizing, and executing
8. Previous experience with ministry to children

Ministry Responsibilities

1. Plan and Implement Outreach Events for Children

- Plan and oversee weekly ministry for Valley Girls Clubs, with the goal of reaching girls in our community and neighborhoods.
- Recruit, train, and equip leaders, teachers, and helpers
- Oversee communication and publicity related to Clubs

- Oversee proper follow-up for guests who attend
- Coordinate service and sharing opportunities
- Coordinate with the Valley Boys Club staff leader

2. Plan and Implement Parent-Equipping

- In coordination with other staff, plan and implement opportunities to help equip parents and families
- Evaluate and help coordinate communication with parents to help them truly partner with those doing ministry with their children

3. Care for Parents, Children, and Volunteers

- Ensure each volunteer on your team is cared for, appreciated, and encouraged to grow spiritually
- Support parents by meeting with them or contacting them, as needed
- Pray regularly for the children, the volunteers, and the parents

4. Collaborate with Others

- Work with other Valley Kids staff to evaluate ministry and plan opportunities for kids to worship, connect, serve, and share.
- Working with other staff, plan and implement outreach events for kids and families
- Assist in evaluation of our discipleship pathway for children and the tracking of spiritual growth
- Help with administrative tasks such as ordering supplies, answering phone calls, and completing event and design requests.
- Partner with other staff for coordinating Summer Bible Club, WOW week children's events and family ministry events.
- Attend various staff meetings weekly for prayer, planning and information
- Make promotional and announcement videos, as needed, for children's ministry and the church at large
- As requested by Director of Valley Kids Ministry, work on other responsibilities

Key Working Relationships

1. Reports to the Director of Valley Kids
2. Works collaboratively with the Valley Kids staff
3. Functions cooperatively and collaboratively as a member of Valley's staff
4. Leads and supports the volunteer leaders
5. Seeks to get to know parents with children in our church

Other Details and Important Information

Exempt: No

Status: Part-time (15 hours/week)

Date: August 16, 2023

Posted by: Valley Kids Director

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please email a cover letter and resume to Valley Kids Director Lois Hales at lhales@valleycommunity.cc

No phone calls, please.