

# Churchome Job Description

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## ChurchKids Coordinator

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### I. PURPOSE

The purpose of the ChurchKids coordinator is to oversee Birth through Pre-K ministry and assist the ChurchKids Pastor with implementing the vision for ChurchKids at their respective location.

### II. TARGETS

- Gather, equip and empower volunteers to effectively lead increasing numbers of ChurchKids in the Birth through Pre-K age group.
- Well-organized, dynamic, and relevant gatherings for Birth through Pre-K with effective communication and strong leadership resulting in consistent growth in classes for ChurchKids.
- Creating a vibrant and healthy ChurchKids community where parents are inspired to take a more active role in the spiritual growth of their kids.

### III. RESPONSIBILITIES

- Volunteers
  - Recruiting and scheduling of parents and other volunteers to work in classrooms.
  - Lead Team Meetings as needed
  - Develop leaders and volunteers through training and building relationships.
- Gatherings
  - Plan and direct the components for weekly services: worship team, emcee, offering, teaching, best friend time, scripture memory, videos, graphic elements, etc.
  - Oversee City Kids guest service counter and child check-in.
  - Purchasing for your department supplies/equipment.
  - Assist in Move up Sunday planning/coordination.
  - Assist with City Kids parties quarterly.
  - Oversee emergency procedure drills quarterly.
- Community
  - Assist ChurchKids Pastor with building community on Sundays.
  - Assist with Baby dedication scheduling, set up, and follow up with parents.

### IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with ChurchKids Pastor
- Weekly/Bi-Weekly Meetings with Campus Pastor
- Any additional Team or Initiative-based Meetings

### V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for ChurchKids to continue to grow.

- If targets are not being met on a consistent basis, a meeting with the ChurchKids Pastor to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

## VI. EMPLOYMENT STANDARDS

### Education/Experience:

- Fun and energetic personality
- Proven track record of recruiting, training, and leading people
- Proven heart for Churchome
- Can anticipate, enjoy and thrive in a rapidly changing environment

### Knowledge/Skills:

- Ability to communicate the Gospel through various means and to children at various ages
- Knowledgeable in needs and learning styles of children at various developmental stages
- Exceptional leadership and communication skills
- Supervisory Experience helpful
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Project management experience
- Superior interpersonal skills working with a variety of people from volunteers to parents to kids

Work Status: Non-Exempt, Hourly, PT  
Supervisor: ChurchKids Location Pastor  
Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.