



Job Description Campus Children's Coordinator - Roxbury

Supervisor: Children's Director

Supervises: Roxbury Volunteer Team

Scope: To see the Children's Ministry of Emergence be effective in leading children to Love Jesus, Love People, and Plow a Counter-Culture and to support/partner with parents to disciple their children toward the same.

NOTE: This is a 10 hour/week position.

Measures of Success

The indicators of success for this position will be growth and development in these primary areas:

- Recruitment of volunteers
- Training and care of volunteers
- Partnership and relationship building with parents
- Maintenance of systems and schedules

Primary Responsibilities

- Recruit, develop and apprentice Campus Service Coordinators to maintain health within individual service teams
- Recruit new volunteers and follow established pipeline; including, but not limited to: interviews, training, etc.
- Maintain systems and routines within eTown: registration, tech, admin, postcards, "Large Group," etc.
- Oversee systems and facility to ensure functionality, along with designing processes to sustain growth
- Build relationships with families and children
- Manage behavioral challenges within the classrooms, along with providing effective classroom teaching and management techniques to team
- Oversee volunteer schedule weekly, along with assisting service coordinators in ensuring all classrooms have adequate adult to children ratio
- Set up and break down with utmost care for the facilities
- Ensure curriculum, supplies and materials are prepared and replenished
- Assist eKids Director with weekly ministry tasks (ex: purchasing supplies, curriculum modifications, brainstorming session, etc).

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth
- Be a generous investor of time, talent, and treasure
- Be loyal to the vision and staff of Emergence and always protect the unity of the church
- Invest and invite the lost to know Jesus and come to Emergence

General Requirements

- Seek to develop personal gifts related to the accomplishing of role
- Engage in an "apprenticeship" model of discipleship and ministry, inviting others to work alongside you to develop them
- Network with others in similar roles at other churches to develop relationships and learn new best practices
- Generally, don't stink at your job