

# Immanuel – Children’s Ministry Coordinator

**Reports to:** Director of Children’s Ministries

**Pay Status:** Part-Time, Hourly (15hrs/week)

**Position Summary:** The Children’s Ministry Coordinator will work closely with the Director of Children’s ministry to help ensure all areas of Children’s ministry are operating at the highest level as possible. This person must be able to work independently as well as receive instructions and direction. This position will be a member of a team environment and energetically interact with children and parents. This person must have high quality of character, growing spiritual life and be a team contributor.

## **Duties and responsibilities:**

1. Assist the Director of Children’s Ministries in the execution, planning and leading of nursery through 5<sup>th</sup> grade children’s events and regular programming.
2. Assist in recruiting and scheduling of volunteers.
3. Provide communication, logistical and administrative support.
4. Help with maintaining schedules, notifying and following up with all volunteer leaders.
5. Assist with all Children’s Ministry special projects and events.
6. Help to create, plan and participate with children’s large group events.
7. Assist in creating a great environment for kids.
8. Partner with Director in training and equipping of children’s ministry volunteers.
9. Be flexible, willing to jump in and lead any classroom, oversee check-in or teach on a moment’s notice.
10. Work cooperatively with Immanuel staff and performing other duties as needed.

## **Essential Functions:**

### *Technical / Motor Skills:*

Ability to use a computer in an effective manner with prompt ability to respond to communication. Willing to gain knowledge and ability to use the data and scheduling software, Microsoft Word, Publisher, PowerPoint and EasyWorship.

### *Interpersonal Skills:*

Ability to communicate effectively with individuals, families, church staff and pastors to assure effective flow of information and to present a positive professional image. Interact well with children, keep positive communication within the office and with the ministry leaders.

### *Physical Requirements:*

Ability to communicate, be mobile.

### *Spiritual Requirements:*

This is a high character position of integrity. This person must exhibit a personal growing relationship with Jesus Christ.

### *Mental Abilities:*

Ability to perform detailed tasks, handle interruptions and changing work priorities. Willing to go above and beyond to assist volunteers, parents and children.

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Employee Signature

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Date