



JOB DESCRIPTION

Position Title	Coordinator
Position Reports to:	Team Leader
Department:	Children's Ministry
Schedule (may vary)	8-12 hours (depending on position), mostly weekend hours

General Description

To recruit, train and build a strong team of volunteers who will serve in our Children's Ministry. Be the point person for volunteers and direct the flow of classroom. Clean up classroom(s) following service.

Position requires the individual to work and hour before service to set up and pray with team before service. Position requires strong organizational skills as well as the ability to recruit volunteers. Must be able to work with volunteers to build a team as well as direct adult and youth volunteers within the room they are serving in for the care of children.

Specific Tasks and Responsibilities

- Attend CM Staff Meetings
- Attend Team Meetings
- Communicate closely with Team Leader
- Be a team player and support any area of CM when needed

During the Weekend Responsibilities

- Arrive an hour before service to set up classroom.
- Greet volunteers as they arrive early and have a time of prayer with your team
- Rotate between classes to be sure volunteers have everything under control
- Debrief with your volunteer team after service.
- Debrief with your department after service.
- Communicate with parents regarding the purpose, value, and procedures of our Children's Ministry
- Spend time talking with people at church and recruiting volunteers for the classroom
- Recruit, recruit, recruit (be on the lookout for potential volunteers for the ministry)
- Orient new volunteers with their duties in the classroom as well as volunteer paperwork requirements
- Communicate lesson to volunteers, make sure they know what lesson the class is on
- Record the count from Sunday morning services onto the orange count sheet, then place orange count sheet in Children's Ministry Inbox.
- Clean up classroom(s) at the end of the morning.

During the Week Responsibilities

- Connect with your team and Team Leader about what is happening
- Follow up with volunteers who had unplanned absences within a few days
- Return phone calls and emails promptly (within 24 hours unless it is your day off)
- Provide the volunteers with a monthly teacher schedule (update roster)
- Provide the volunteers with a roster of volunteers so they can find a substitute in case of an unplanned absence.
- Recruit volunteers needed for the classrooms; arrange substitutes as needed

General Breakdown of Hours Per Week

- Weekend Service(s). (approximately 3-5 hours depending on position)
- 5 hours during the week to connect with Team Leader, Coordinator from other weekend service(s), connect with volunteers (emails / calls / schedules), prepare supplies and attend CM staff meetings

Special Assignments

- Fill in for Coordinator from other service(s) when they are away
- Assist with training new volunteers
- Help with Christmas Eve childcare at some of the services (if in town for Christmas)
- Help with Harvest Party (optional)

Knowledge Skills Required for the Job

- Extremely dependable
- Organized
- Excellent recruiting skills
- Managerial experience
- Team player
- Passion for working with children
- Self starter

Desirable Qualifications

- Maintain a personal relationship with Jesus Christ
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer
- Worship regularly at North Coast Calvary Chapel with the church family

Work Environment

- Can be chaotic and loud at times; crying children
- Able to deal with multiple tasks at once
- Potential issues with sick and injured children
- Ability to manage parents and volunteers while consistently remaining kind and calm

Physical Requirements

- Able to lift items of at least 30lbs
- Repeated lifting and bending
- Able to be on your feet for long periods of time