



JOB DESCRIPTION

Title: Kids Coordinator
Department: Family Ministry Department
Reports To: Kids Pastor
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: To serve Christ and His Church by functioning at Crossroads Christian Church in the Elementary Ministry to encourage, equip, and empower Elementary Students and Families to make disciples who make disciples.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve on the teaching team for Kid's Church and Light Company
 - Teach at least twice a month in Kids Church or Light Company with the idea in mind to train and equip lay volunteers to start taking ownership of this
- Serve as a core member of the writing and development team for Kids Church, Light Company, Camp Alive, and Kid's Camp
 - Ensure host moments, skits, and lessons are developed and in alignment with our goal for the weekend or week
 - Partner with the Kids Team to develop and write engaging, age-appropriate, theme-driven skit moments for weekly programming.
 - This may include shopping or gathering props, costumes, etc.
 - Help develop and execute skits, host moments, and teaching for Camp and Camp Alive
- Participate in the advancement of Kids Ministry programs: Kid's Church, Light Company, Camp, Camp Alive, and Conference
 - Ensure that each program/event is organized, ready, and able to be executed with excellence
 - Oversee different teams for each ministry program/event to ensure set-up and registration takes place effectively
- Partner with the Kids Pastor to implement the vision, goals, and strategy of the Church

- Ensure volunteers have what is needed to be successful as small group and elective leaders
 - Ensure small group leaders and elective leaders understand their lesson and have all their supplies for their classrooms for effective teaching
 - This may include going out to shop for supplies small group or elective leaders need for their lesson.
 - Ensuring our building and classrooms communicate that they are clean, caring, safe, and organized for parents and their children

Additional Responsibilities:

- Oversee creation and design of Kids Church and Light Company sets
 - Ensure set designs communicate our theme, are functional, and get built in a timely manner
- Church wide event engagement and support
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Proven leadership for training and equipping others for ministry
- Strong writing and teaching abilities
- Strong interpersonal skills and conflict resolution management
- Commitment to the belief that Christ, through the ministry of the Church, is the “hope for the world”

Work Environment

This job operates in an office environment along with attending and leading Kids Church and Light Company, events, etc. as needed for the role.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms, bend, squat, kneel, lift and move equipment, furniture, chairs, etc. for stage set up and events.

Position Type/Expected Hours of Work

This position is full time, 40 hours and requires weekend responsibilities. Normal working hours are Monday to Thursday 8:00 am-4:30 pm, Saturday 3:00 pm-7:30 pm, and Sunday 7:30 am-12:30 pm.

Travel

This position may be required to occasionally travel domestically for training and conferences, and running errands around town.

April 24, 2017

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.