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| **Position Title:** | Kids Ministry Coordinator, Early Childhood |
| **Department:** | Kids |
| **Campus**: | Troy |
| **Date**: | 1/16/2020 |
| **Supervisor:** | Early Childhood Director |
| **FSLA Status:** | Exempt |

**Position** **Profile:**

Woodside Kids Coordinator serves as a member of Campus Staff and is under the direction and leadership of the Early Childhood Director. Woodside Kids Ministry exists to partner with parents to help kids discover and embrace a relationship with Jesus Christ for a lifetime and to fulfill the purpose, mission, and values of the church.

**Skill Set**:

* **Teachable**: Able to work as part of a team with other campus staff and multisite Kids Directors. Personality: Outgoing, relational, friendly and positive
* **Leader**: Ability to recruit, build, lead and maintain teams
* **Industrious:** Self-motivated, hardworking, organized and able to manage projects in a timely manner
* **Passionate:** Lead with a passion for families and relate well with volunteers, kids and parents
* **Tech Proficient**: Ability to learn database and information systems to access approved curriculum

**Experience** **Qualifications:**

* Associate degree recommended and 2+ years’ experience working with Kids Ministry
* Good character and reputation with a commitment to spiritual health
* Motivated to build and maintain healthy volunteer teams and see the church effectively partner with parents to raise godly families
* For local or internal candidates:
  + Regular attender and member of Woodside Bible Church
  + Mandatory previous Kids Ministry experience, minimally having served in Woodside Kids Ministry and understand the essence of Woodside Kids Ministry

**Duties and** **Responsibilities**:

* Assist the Kids Ministry Director in the implementation and execution of the Kids Ministry DNA in the context of the Campus \*See Ministry DNA
* Assist the Kids Ministry Director to instill in kids a deep love for Jesus and his church, as we equip parents to be their primary spiritual influencers
* **Relational**:
  + Develop relationships with volunteers, parents, kids, the church family and surrounding local community
  + Meet weekly with supervisor
* **Administrative**:
  + Manage the ongoing schedule of volunteers and maintain a proficiency in the database
  + Follow Child Protection Policy procedures
* **Personal:** 
  + Does not miss more than 4 weekends per calendar year
  + Active involvement in a Woodside Life Group and regularly attends weekend worship gathering

**Detail Responsibilities:**

* **Administrative Support:** Supporting Early Childhood team in weekends, Parent Child Dedication & KIDS Camp
* **Local Outreach:** Assist Woodside Kids team with KIDS Camp
* **Lead Opportunities:** Covering for the Director on a pre-determined Sunday, up to 5 times per year
* **Office House:** Ability to maintain office hours on Tuesday, (Wednesday or Thursdays) and Sunday
* **Other:** Perform any responsibilities assigned by the Woodside Kids Director / Family Pastor

**Spiritual** **Responsibilities:**

* Ensure that all actions performed within the context of this job position accomplishes and   
  furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).
* Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
* Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

**Disclaimers**:

Other duties as required may be added or changed.  This job description does not constitute a contract for employment.

