

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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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.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

