

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Kids Ministry Coordinator, Elementary
Department:	Kids
Campus:	Troy
Date:	3/9/2021
Supervisor:	Elementary Director
FSLA Status:	Exempt, 29 Hour Position

Position Profile:

Woodside Kids Elementary Coordinator serves as a member of the Woodside Kids Staff and is under the direction and leadership of the Elementary 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 Elementary Kids Ministry Director in the implementation and execution of the Kids Ministry DNA in the context of the Campus *See Ministry DNA
- Assist the Elementary 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 Elementary team in weekends, special events, Camp Woodside & KIDS Camp
- **Local Outreach:** Assist Woodside Kids team with KIDS Camp (VBS)
- **Lead Opportunities:** Covering for the Director on a pre-determined Sunday, up to 4 times per year
- **Office House:** Ability to maintain in-person office hours on Tuesday, Thursday, Sunday
- **Other:** Perform any responsibilities assigned by the Lead Woodside Kids Director

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

