

FOUNTAIN SPRINGS CHURCH

JOB DESCRIPTION



Position: Kids Coordinator

The Win:

Invest in lives by coordinating the kids, parents and volunteers in your care. Present the Bible in creative and interactive ways that lead kids toward meaningful conversations and understanding of who God is. Leverage the few hours you have with kids each week to build a partnership between home and church. Value your volunteers and **ensure they know** they are cherished.

Reports to: Lead Kids Pastor

Key Responsibilities:

Ministry Development and Coordination

- Work with the FSC Kids Staff to prepare and present curriculum in an engaging, age-appropriate way that will encourage spiritual growth.
- Oversee your assigned location/area ensuring that all supplies and resources are available, spaces/classrooms are ready to receive families and all safety policies are being practiced
- Work with the FSC Kids Staff to create a cohesive and intentional strategy to bridge the gap between the age groups (nursery/preschool and preschool/elementary)
- Ensure all volunteers are in place and all positions covered in order to provide the best worship experience possible for our FSC Kids
- Adequately and appropriately schedule volunteers needed on a weekly basis
- Attend and possibly lead any special events required by the FSC Kids Department such as baptisms and trainings as well as weekly meetings
- Recruit volunteers

Volunteer Development and Coordination

- A leader of leaders who can strategically and sustainably rally, inspire and deploy a faithful team of 100+ volunteers to invest in the lives of kids. This includes, but is not limited to development, training and recruitment
- Keep open communication with your volunteers and provide weekly correspondence about the weekend programming
- Connect and encourage your volunteers regularly through notes, emails, and compliments to let them know that you see the great work they do

Qualifications:

- Aligned with the beliefs, mission, vision, and values of Fountain Springs Church

Work Schedule:

Minimum of 20 hours per week

Physical Demands:

Must be able to stand/sit for extended periods and work in a loud, fast-paced work environment