

# Children's Ministry Coordinator

## Our Vision

Many people who live today aren't really alive. They may be far from God, they may be unaware of his Spirit, and even those who follow Jesus can still live a life without purpose, passion or true community. This can lead to a life that appears to be successful and self-sufficient, but in reality, is hollow, unfulfilled and spiritually vacant; a life devoid of meaning, plagued with apathy, burnout and can even cause some to miss out on eternity.

That's why at CRCF Church we are passionate about proving an authentic community that is rooted in God's word, dependant on the Holy Spirit, and that ministers to the whole person; providing healing, hope and purpose for you and your entire family. Because at CRCF Church, we believe everyone can become fully alive in Christ.

## The Job

This position supports the Children's Ministry by leading and working with children, and administrative work behind the scenes.

**Position Type:** Contract – Part-time – 20.50/h

This position is 6 hours a week. Work hours on Sunday will be 8AM-11AM (3 hours) and during the week the coordinator spends 3 hours in the office.

## Tasks and Responsibilities

- In Office Support
  - o Preparing for Sunday
    - In office administration work (printing, prepping materials, etc)
  - o Helping with writing/editing curriculum for Sundays and other Children's and Family Ministry Events
- Sunday Morning Support
  - o Organize and set up the classrooms for Sunday.
  - o Teach, lead and supervise on Sundays in Kids Church.
  - o Monitor supplies and purchase with approval from the children's minister.
  - o Ensure that the T-Shirts are worn by Volunteers and policies and procedures are upheld in the K-5, Preschool and Nursery rooms.
  - o Ensure safety and security of programs; this may include sanitizing items, ensuring ratios are upheld, registration, name tags, check in, observer tags, sick policy is upheld.
  - o This position may include some serve team/volunteer management and communication.

## **Skill Set**

1. Enjoy working with young children
2. Experience and ability in using Microsoft office
3. Excellent communication skills
4. Good personal presentation
5. Excellent people skills including supervisory ability
6. Administrative and organizational skills
7. Some theology and biblical knowledge

**Competencies** –To perform the job successfully, an individual must demonstrate the following competencies:

- Problem solving – identifies and resolve problems in a timely manner.
- Oral communication – speaks clearly; listens and gets clarification when required.
- Written communication – writes clearly, very capable in editing work for spelling and grammar.
- Quality of work – demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- Organizational support – follows policies and procedures.
- Planning – uses time efficiently.
- Professionalism – Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- Dependability – follows instructions; responds to management direction; keeps commitments.
- Christian Experience – applicant must be an evangelical believer who is comfortable working in an evangelical church environment.

## **Hours of Work**

This job is evaluated to be at 6 hours a week. Days of work are Sundays with flexibility during the rest of the week.

## **Reporting Structure**

This position reports to the Children’s Director.

All applications go to: [generaloffice@crfcchurch.com](mailto:generaloffice@crfcchurch.com); Subject title: CRCF Children’s Coordinator

Include: Resume, Cover Letter, and 3 References