

kidmax Coordinator

Status: 10 hours a week

Classification: Site Staff

Working Days: Varies

Context

The Meeting House is a church for people who aren't into church. Through our network of locations we seek to proclaim the irreligious message of Jesus and invite people into loving community where they can join our shared mission and learn to live this message in daily life.

Role

The **kidmax** Coordinator provides visionary, pastoral and organizational leadership for the children's ministry at a site.

Requirements

- Exemplify the leadership qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to support the growth of a vibrant children's ministry
- Excellent organizational and relational skills with a track record of developing volunteer leaders and teams
- Professional teaching, camping ministry, or volunteer coordination is preferred
- Strong computer skills in MS Word, Excel, and Outlook

Responsibilities

- Give oversight to all aspects of the children's ministries operations at a site
- Develop a team of coaches and small group leaders to ensure all regularly attending children are assigned to and involved in a healthy small group experience:
- Oversee all aspects of volunteer management including recruitment, training, schedules and support
- Ensure all volunteer security clearances are complete and up to date and that there is full compliance to our Plan to Protect Policy
- Maintain an inviting, well organized, properly stocked environment
- Maintain and coordinate our registration and volunteer databases
- Provides primary point leadership for the team throughout Sunday morning services
- Represent the needs and concerns of the site's Children's ministry and the site on the Children's Ministry leadership team and the site's Coordinators team by attending relevant meetings and ensuring regular communication
- Ensure the thorough implementation of the curriculum as well as strategic initiatives developed by the Children's cross regional staff
- Support site expansion as needed

Relationships:

Reports to: kidmax Support Pastor

Role Expectations:

- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Overall positive annual survey results for children's ministry at the site
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Ongoing improvements and innovations within the scope of this role