

Title: **Kids' Coordinator, Multi-Sites**
Reports to: Campus Pastor
Revised: September 2020

Specific Responsibilities:

- **Campus Kids' Ministry**
 - First Impressions
 - Kids' Welcome Center
 - Coordinate volunteers for greeters, hall coordinators, and guides
 - Kids' Ministry Leaders and Volunteers
 - Work in conjunction with campus staff and Central Kids Pastor to identify potential new volunteers for Kids' Ministry
 - Manage, schedule, reschedule
 - Send weekly emails and curriculum to leaders
 - Curriculum
 - Provide curriculum and supplies for all classrooms and worship services for kids
 - Budget
 - Maintain budget for Campus Kids' Ministry
 - Paid KidCare Staff (as needed)
 - Oversee paid KidCare staff for campus – Starting Points and as requested
 - First Time Visitors Follow-up
 - FTV report follow-up (weekly)
 - FTV bags (as needed)
- **Biltmore Kids Wednesday** (if applicable to campus)
- **Volunteers and Leader Management:**
 - Maintain master schedule and weekly schedules of Sunday volunteers
 - Prepare and print materials needed for Sunday mornings
 - Follow up and verify background checks for volunteers
 - Prepare and send reminder e-mails weekly
 - Follow up with volunteers who missed a serve date and reschedule
 - Replace volunteers for those unable to serve any given Sunday
 - Prepare and send reminder to reschedule emails weekly
 - Update weekly schedules with constantly changing information
 - Maintain notes necessary to prepare accurate schedule
- **Recruit:**
 - Use attendance reports to target prospective parents
 - Identify prospective volunteers/partners/mentors
 - Contact prospective new volunteers
 - Provide training/orientation/handbooks to new volunteers/leaders
- **Train New Volunteers:**
 - Meet and greet new volunteers each week
 - Equip new volunteers/partners with necessary training in the classroom – security, check-in and check-out, curriculum, supplies, etc.
 - Train other partners to be "Trainers" as well.

- **AMP Worship Services**
 - Tech Teams for Children's Ministry
 - AMP
 - Lil' AMP
 - Recruit, train and coordinate tech teams for services
 - AMP Series
 - Teach as needed
 - Stage design and construction as needed
 - Preparation of AMP and Lil' AMP for Sunday mornings

- **Adventure Week**
 - Oversee and implement Adventure Week for campus
 - Train and schedule Adventure Week leaders

- **Ministry-wide Responsibilities:**
 - Other duties as assigned or requested by Campus Pastor or Central Kids Pastor
 - Attend campus staff meetings as scheduled
 - Attend Kids' multi-site meetings as scheduled – one-on-ones and full team, as well as working afternoons at Arden campus.

Additional General/Personnel Miscellaneous Responsibilities:

Because this position works to staff the kids' areas with volunteers, a candidate with ministry experience, preferably with children, will be considered first. The preferred candidate will also have strong phone and communication skills. The ability to prioritize tasks and meet deadlines is a must. Knowledge of computer programs such as Word and Excel is preferred. Candidate must also be highly organized and be able to manage multiple projects at the same time.