



# THE LOCAL CHURCH

Grand Rapids

## Position Description - Local Kids | Kids Coordinator [0-5<sup>th</sup> grade]

**Time:** Part-time position, 20 hours weekly (includes weekly, evening, and weekend hours)

**Reports to:** Dave McGovern - Associate Pastor

**Primary work relationships:** Dave McGovern - Associate Pastor, Toran Scott Lead Pastor,

**Secondary work relationships:** Worship Pastor and other Local Staff.

**To Apply:** Email your resume to [info@localgr.org](mailto:info@localgr.org)

**Function:** The Local Kids Coordinator Partners with other Pastors to help to cast vision, organize, and execute the ongoing ministries of Local Kids on a weekly basis. Assists in directing, equipping and training volunteers within the church as needed. Is passionate about using gifts and talents to assist in the behind the scenes details of the church ministry. Will constantly strive to communicate the gospel with excellence through the professional use of administration and through interactions with parents and their children, to keep ministry running smoothly and effectively. Will work closely with TLC's Pastoral Staff for development, encouragement, planning and direction.

### Responsibilities

#### Planning

- Oversee weekly events and coordinate volunteers, leaders, coaches, coordinators.
- Recruit, support, train, and maintain volunteers, leaders, and coaches.
- Assist with coordinating details for children's ministry weekend service logistics using Shelby Arena, and other programs as needed.
- Attend appropriate meetings with leadership weekly.
- Encourage and train volunteers, keeping them on track by regularly looking ahead to what's next and providing direction where needed.
- Organize and prepare all needed children's curriculum and crafts on a weekly basis (utilizing Central for any help and direction with curriculum needs).
- Recruit, train and partner with curriculum and teaching team for Local Kids.
- Schedule and assist in organizing and executing any child dedication services, communicating and scheduling families and providing follow up.
- Work closely with Elementary Coordinator in directing all Local Kids needs.
- Take an active self-starter approach to ministry by thinking, planning and working ahead.

#### Administration

- Timely respond to inquires and questions about the children's ministry, provide weekly follow up with new families to welcome and integrate them into the faith community.
- Connect with families through social media and mailing.
- Collect key information from *Serve Team* Leaders weekly.
- Schedule all early childhood ministry volunteers, ensuring enough help for every worship service and special events.
- Regularly communicate with ministry volunteers for direction, encouragement and inspiration. Assist with any online needs and updates (website, social media) pertaining to children's ministry.
- Assist with other ministry tasks and roles as needed.

### Qualifications

#### Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord
- Is supportive and loyal to staff members and the church body
- Displays genuine servant-hood, faith-centeredness, and spiritual maturity

- Spiritual gifts of leadership, administration, encouragement, hospitality
- A heart for helping others meet people's needs
- Posses abilities for clear communication and administration
- Models how to share the Gospel

#### **Chemistry**

- Expresses flexibility, cooperation and teach-ability
- Forward thinker; self-directed; team oriented; organized
- Embraces the vision, direction and beliefs of The Local Church GR and has a heart for the Kingdom
- Affirm and strive to live out the Mission and Core values of The Local Church

#### **Competency**

- Demonstrated ability to organize and create meaningful events for families
- Ability to self-start projects and assignments, thinking ahead and planning accordingly
- Demonstrated ability to recruit, lead, and manage people (especially volunteers)

#### Experience

- Preferred education in related field (children, education, ministry) or equivalent experience
- Experience of 1-2 years in related field