



Children's Ministry Coordinator | Draper Campus

Summary: *The Children's Ministry Coordinator champions SMCC's cultural values by assisting the Children's Ministry Director/NextGen Pastor in leading an effective and comprehensive Kids Ministry (birth - 5th grade) that helps families develop FDFD followers of Jesus.*

Responsibilities:

Assists in creating irresistible environments for classrooms, volunteers, and visitors.

- Helps ensure all aspects of elementary environments are 100% ready (Sunday mornings, Midweek, Special Events, Etc.).
 - To include but not limited to:
 - Confirms scheduled volunteers have accepted the PCO request and fills any holes in the schedule.
 - Prepares supplies and makes ready the classrooms.
 - Downloads all digital curriculum pieces & checks the working order of Tech & tools.
- Organize and maintain cleanliness of classroom & materials.
- Assists with training of volunteers.
- Assists in classrooms when no shows occur.
- Follow up with new families Sundays & Midweek (Phone call, email, postcard, etc.).
- Assist in planning, preparation, & execution of special events and activities.
- Other duties as assigned.

Organizational Relationships:

- Accountable to the Children's Ministry Director/NextGen Pastor (and in their absence, Central Pastor of Kids and Students).
- Attends Children's Team meetings, Volunteer training, and All Campus staff events, etc.

Key Attributes:

- Relational Leader: Friendly and can relationally fuel those on their team.
- Cheerleader: Encouraging those on their team constantly and celebrating other ministries in their success.
- Conflict Resolver: Unafraid to tackle interpersonal conflicts, ministry misalignment, or issues of sin.
- Shepherd: Has a heart for people and kingdom expansion.

Qualifications:

- Biblically literate & theologically aligned with SMCC.
- Committed to the mission, vision, and values of SMCC.
- Excellent written and verbal communication skills.

Physical Requirements:

- **Sedentary Work:** Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Work Environment:** The worker is subject to inside environmental conditions.

Classifications:

Part-time (10 - 15 hours per week)

Apart from seasonal necessity, working over 20 hours a week is strongly discouraged and should be addressed by the employee with the manager.