

Ministry Position Description (Staff)

POSITION TITLE:	Kids Care Coordinator
REPORTS TO:	Director of Children's Ministry
POSITION STATUS:	Part time, 20 hours
FLSA STATUS:	Non-Exempt
APPROVED DATE:	October 2020

VISION: I acknowledge that I am part of a team of Virginia Beach United Methodist Church that is seeking to equip people to live with passion, power and purpose through our faith in Jesus Christ. I am an integral part of how that vision is expressed through my attitude, my service and my daily tasks. I will complete my ministry duties in such a way that helps others at VBUMC to deepen passion through prayer and worship, develop power through study and small group involvement, and demonstrate purpose through giving, faith sharing, and serving.

ORGANIZATIONAL PURPOSE: The Kids Care Coordinator provides a safe, engaging experience for all children, while supporting their family and fostering a loving relationship with Jesus Christ.

ESSENTIAL FUNCTIONS:

- Ensures the safety and well-being of children entrusted to the care of the church during church functions
- Interacts with each child in a loving and positive way, and treats all children with the same love and care
- Schedules and supervises staff and volunteers for care of children during church events, which may include, but are not limited to, Sunday mornings, weekly programming, special events, church activities, and holidays such as Christmas Eve and Easter Sunday
- Recruits volunteers/staff to provide care for children in support of families attending VBUMC activities
- Hires and trains early childhood staff when needed
- Oversees excellence in all of the church events with children
- Maintains current knowledge of CPR, First Aid, security protocols including Safe Sanctuary policies and procedures
- Follows COVID-19 protocols (including wearing a mask and social distancing) and cleaning standards
- Orders, tracks, and stocks supplies for early childhood classrooms
- Greets family and children and ensures smooth check-in for children's ministry on Sunday mornings
- Ensures curriculum and materials are prepared in timely manner and ready before services on Sunday mornings

REQUIREMENTS:

- Be of good character and of Christian faith (dependable, honest, and responsible)
- Have an openness to teaching Bible-based lessons to children
- Be physically, mentally, and emotionally healthy
- Must be able to lift 30-40 pounds.
- Have experience with caring for children and their needs

- Be adaptive to a variety of situations and participate in periodic training events
- Have a Christian loving attitude toward others, especially children and parents
- Willing to socialize and interact with the children by sharing bible stories, lessons and songs

I acknowledge that I have read and understand the scope of the ministry position and willingly abide by the vision and duties defined herein.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____