

**Position Title:** Serve Team Member Coordinator

**Position Type:** PT/Salaried/Non-Exempt

**Ministry/Team(s):** Kids Ministries

**Reports to:** Kids Team Pastor



***Job Summary:***

The Kids Serve Team Coordinator partners with the Kids Ministry Team to champion, coordinate, recruit, and assist in training all serve team members to support the needs of Journey Kids Ministries (Birth–5th grade) and their families and help fulfill Journey Church's mission.

***Duties & Responsibilities:***

- Onsite for all Sunday Kids programming and worship services..
- Prepare monthly schedules in CCB (church database) and send them to the serve team.
- Oversee the weekly serve team member schedule, ensuring that all needed positions are filled. This will include sending out a weekly email with the open opportunities, managing the responses and strategically placing serve team members as needed.
- Update and maintain all groups, teams, and positions in CCB on a weekly basis, ensuring that all serve team members are placed in the correct groups, teams, and positions..
- Work as needed on Fridays and Saturdays, ensuring all classes are covered by serve team members for all Sunday services and other events.
- Serve Team Members Care which includes acts of kindness like handwritten birthday cards, Serve Team Member Appreciation Days, and all other specific needs that arise in the lives of serve team members (ie: new babies, sickness, big events, etc).
- Sundays - New serve team member orientation and introduction to the classrooms. Follow up afterward to ask for feedback.
- Build and maintain a Buddy Team for our Special Needs Programming.
- Proactive each week to build relationships with kids and their families and personally interact with them on an ongoing discipleship basis. Seeks parent partnerships.
- Assist with the kid's curriculum, check-in station, programming needs, serve team training, and execution of all Journey Kids events.
- Oversee the serve team Rosters in CCB, ensuring that the check-in rosters match the serve team attendance in CCB at each service.
- Coordinate opportunities each quarter for serve team members to connect outside of services to build community and camaraderie.
- Maintain all Journey Church security practices, procedures, and safety policies for the well-being of all children, Serve Team leaders, workers, and staff.
- Team with the Kids Ministry Team to maintain and protect the environment, feel, style, and “non-negotiables” of the Journey Family Ministry. Display the Journey Kids vision to "Provide a safe, fun, and relational environment to encourage kids and their families to take their next step with Jesus."
- Pray regularly for the church and its people, and model spiritual vitality and accountability.

- Perform other duties as assigned

### ***Supervisory Responsibilities:***

- While the Serve Team Coordinator does not directly manage other staff members, they hold a leadership role in recruiting, training, and coordinating Serve Team Members for the ministry.

### ***Required Skills & Abilities:***

- Passion and talent for working with kids in grades K-5th grade
- Strong Christian character as described in 1st Timothy 3:2-7
- Ability to work with a team to plan and execute large events and environments.
- Willingness to put yourself out there, ask for help, reach out, etc..
- Excellent organization and multi-tasking skills. Reliable, trustworthy, and excellent at following through on details
- Strong written, verbal, and interpersonal communication skills.

### ***Education & Experience:***

- Demonstrated experience working with children in a church or similar setting.
- A firm foundation of Christian principles as described in 1st Timothy 3:2-7.
- Passion for working with children running from birth to 5th grade.
- Reliability, trustworthiness, and strong attention to details.
- Proven track record of effective time management.
- Comfortable and friend demeanor when contacting people (over the phone and in-person).Excellent verbal and interpersonal skills.
- Proficiency in Mac OS and Google Docs and ability to learn and use Journey Church Community Builder (CCB) software.
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively with strong organizational skills.
- Team player. Work ethic that is excellent, protective and frugal with time and money.
- Experience in planning and executing children's programs or events.

### ***Physical Requirements:***

Standard office and classroom setting, with occasional activities related to church events or ministry programs, including the ability to lift and transport supplies as needed. While this is largely an administrative and support role, there may be requirements to stand for extended periods during services or events, and the occasional lifting of light materials.

### ***Team Member Requirements and Core Values:***

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Supports and upholds the mission of Journey Church.
- Demonstrates a servant's attitude and dedication to God's calling.

**Signatures - This job description has been approved by:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_