

GRACE BIBLE CHURCH KIDS MINISTRY

# Preschool Sunday Coordinator

## JOB DESCRIPTION

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### JOB OVERVIEW / OBJECTIVE

The Kids Ministry Preschool Sunday Coordinator, in partnership with the Family Ministry Director, will support the vision of Grace Bible Church by overseeing the development and coordination of Sunday morning Kids Ministry. This includes developing and leading teams of volunteers, Sunday morning special events, and the execution of the curriculum provided.

### JOB CATEGORY

Part-time Hourly (25 hours per week)

Sunday – Thursday M-Tr 9:00-3:00 with 30 minute lunch, Reserved hours for weekend phone calls and Sunday oversight

### PRIMARY DUTIES & RESPONSIBILITIES

- Participate in all levels of Leadership including developing teams to perform various functions, identifying and developing team leaders, coaches, and/or coordinators for the Sunday volunteer teams (small group and large group), and Sunday Morning special events team.
- Develops and updates training to meet the needs of equipping and preparing volunteers to serve on Sunday mornings.
- Oversees onboarding of new volunteers to the Sunday morning teams, which includes leading new volunteer orientation, working towards developing a team of volunteers to oversee training.
- Ensures all team members (volunteers) have completed safety protocols required for ministry areas
- Establishes a process and ensures rooms are stocked, setup and prepared for ministry usage
- Provide monthly volunteer communication to Kids Ministry Administrator, which includes volunteer development, monthly reminders, and small group leader goals.
- Meet quarterly with Sunday morning Leadership team
- Oversees Sunday classroom attendance, ratios, and plans for growth or adjustments to provide an excellent and safe experience for kids and volunteers

- Updates the Service matrix for Sunday leadership team as needed
- Ensures volunteer appreciation is a rhythm for care and connection of people serving
- Plans and ensures monthly win is being executed on Sundays during the huddle.
- Weekly check-in with Sunday leadership team for ensuring safe classroom coverage, assisting with sub finding as needed
- Holds a quarterly Serve Tour and develops an invite culture of recruiting new volunteers to the team
- Working alongside the Schertz Sunday Coordinator, ensures curriculum stays 8 weeks ahead of curriculum and schedule
- Is responsible for Parent Resource wall, Parent Resource distribution, and staying up to date with trending topics to equip parents
- Ensure volunteers receive their lessons one month in advance
- Ensures Sunday curriculum bins are stocked and prepared no later than Thursday of each week, along with ensuring bins are retrieved and supplies are placed back in storage
- Is responsible for recruiting, interviewing, hiring, and training all Grace Kids Care teacher positions, including Grace Kids Care Supervisors. This includes developing a plan for promoting of hiring needs within Grace Kids Care.
- Ensures that ministry wide and Grace Kids Care policies and procedures are being properly implemented and followed. This could pertain to parents, kids, teachers, or Grace Bible Church Staff members.
- Oversees and manages registration for Grace Kids Care (sets capacities, manages attendees, communicates with staff/parents prior to programming, etc.)
- Ensures that attendance is correctly entered in church database thru Planning Center check-in system.
- Meets weekly one-on-one with the Family Ministry Director, attends Kids Ministry and Grace Bible Church staff meetings
- Any other assignments the Family Ministry Director deems necessary

## GRACE STAFF EXPECTATIONS

- Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines
- Embody Christlikeness and leads with humility, character, and love
- Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness
- Be personally engaged with Grace's mission, vision, and strategy
- Support Grace's beliefs, values and practices as outlined in the Doctrinal Statement
- Maintains annual Ministry Partner agreement
- Remain up to date on all activities and ministries going on at Grace to

disseminate general information when needed.

## MINIMUM QUALIFICATIONS

- High School diploma required; advanced education preferred
- 1+ years of experience working on a team, developing volunteers, and/or leadership
- Experience in Kids Ministry

## CORE COMPETENCIES AND GIFTINGS

- Ability to organize, detailed-oriented, and self-starter
- Ability to communicate efficiently and build relationships with volunteer teams you oversee
- Excellent relational skills
- Ability to work collaboratively and communicate effectively with individuals and team members at all levels
- Professional and proactive work ethic, can see the potential for issues and prevent them with a proactive mindset
- Strong organization skills
- Willingness to be flexible, grow, and support in other areas as needed