

KIDS DISCIPLESHIP PROGRAM COORDINATOR



Job Description

Part-Time, non-exempt, 20 hours/week. Reports to Pastor/Director of Kids Discipleship.

The Kids Discipleship Program Coordinator is responsible for overseeing Sunday evening programming and curriculum development.

JOB RESPONSIBILITIES

- 1.** Plan, organize, promote, and evaluate a complementary discipleship program for Kids Ministry (age 4 – 5th Grade), on Sunday Evenings. This program will focus on relationships, living a life of faith in Jesus, Scripture memory, missions, and more.
- 2.** Recruit, direct, train, and invest in a team of lay leaders and volunteers for Sunday evenings.
- 3.** Assess, organize, manipulate, and prepare curriculum for Sunday morning programs across all of Kids Ministry (Birth – Grade 5).
- 4.** Staff one service hour plus transition times each Sunday morning. This involves greeting leaders, assessing needs, monitoring host team, addressing facility needs, and greeting families.
- 5.** Participate in all scheduled staff meetings and Kids Ministry Team meetings.
- 6.** Assist with ministry-wide special events including but not limited to VBS, volunteer appreciation events, Missions Festival, and Promotion Sunday.
- 7.** Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- 1.** Agree with Providence Baptist Church Statement of Faith
- 2.** Passionate about seeing the next generation know and love God and in agreement with the philosophy of Kids and Family Discipleship Ministries at Providence
- 3.** Consistently demonstrate positive, professional, flexible attitude
- 4.** Availability to work Sundays and flexibility for special events
- 5.** Able to have fun and collaborate well in a fast-paced team environment
- 6.** Ability to be resourceful and proactive when issues arise
- 7.** Ability to send/receive emails, record time worked using an online time management tool, and utilize various online tools such as Google Drive

APPLY

Visit pray.org/apply and fill out the application.