



## Children's Ministry Area Coordinator

**Position Purpose:** Responsible for coordinating programs and activities for children that reflect Christ in a safe and welcoming environment.

### Qualifications:

- A spiritually growing Christ-follower who has a heart for ministry to children and families at Midland Free.
- A minimum of an Associate's degree with a Bachelor's degree preferred (previous experience in recruiting and volunteer management is a plus).
- Strong interpersonal skills - ability to work well in a team environment and encourage collaboration and communication.
- Excellent written and verbal communication skills, organizational skills, attention to detail, openness to feedback, and follow through.
- Strong working knowledge of basic computer technology and the ability to integrate new features into their daily workflow.

### Specific Responsibilities:

- Recruit teachers, assistants, and Safety4Kids volunteers to provide quality care and Christ-like instruction for children on Sunday mornings and Wednesday evenings.
- Onboard new volunteers, processing their paperwork and making sure that their training has been completed.
- Maintain the volunteer schedule making sure that all volunteer positions are staffed each week.
- Equip volunteers with needed supplies, curriculum, training, and support.
- Prepare a safe, welcoming environment by ensuring safety procedures and policies are followed.
- Attend scheduled staff meetings and trainings.
- Build relationships with kids, parents, and volunteers through prayer, follow up communication, and helping maintain accurate attendance records in the database.
- Assume other responsibilities and assignments as assigned by the Children's Ministry Director.

**Hours:**

- Part-time, 30-35 hours per week.
- Must be available to work in the Children's Area on Sunday mornings.