

JOB DESCRIPTION FOR
KIDVENTURE K-5TH COORDINATOR

DESCRIPTION: The Kidventure K-5th Coordinator is a full-time position that leads elementary students and their families to experience and express the essence of Jesus Christ by providing environments where they thrive and feel known.

REPORTS TO: Kidventure Director

HOURS PER WEEK: Full-time (40) hours to include an approximate breakdown of six (8) hours on Sundays, twenty (20) hours in office/meetings, five (5) at youth events, and (7) hours of time spent with students, families, and volunteers outside of Sunday mornings, youth events and office environments.

EDUCATION

Bachelor's from a Christian College (Preferred)

EXPERIENCE

Ministry: at least 2 years (Preferred)

SPIRITUAL QUALIFICATIONS

Possess a mature and growing relationship with Jesus Christ, consistently demonstrating spiritual gifts, fruits of the spirit, and character of a person surrendered to Jesus and filled with the Spirit. Be in agreement with the Cause, Rhythms, Culture, Strategy, and Beliefs of Grace Chapel.

CHARACTER

- Display mature growing walk with Jesus
- Walk in integrity both in speech and in action
- Be a servant leader in the model of Jesus Christ
- Have a teachable spirit
- Exude passion for sharing faith with others
- Be friendly, outgoing, energetic, positive, dependable, compassionate, organized, adaptable and confidential

PERSONAL SKILLS

- Be a leader, having the ability to instruct, recruit, cast vision, and resource ministry teams
- Possess adequate knowledge for dealing with family dynamics and ability to keep confidences
- Ability to attend to details while still maintaining a larger vision of the ministry
- Be able to subscribe to strong level of commitment and work ethic
- Be a team player both within the Children's community and as a part of the Ministry Team

TECHNICAL SKILLS

- Be able to organize and maintain multiple aspects of ministry simultaneously
- Posses basic knowledge of computers
- Ability to communicate effectively
- Knowledge and experience with implementing relevant curriculum

RESPONSIBILITIES

The Kidventure K-5th Coordinator is a member of the Kidventure Ministry and helps contribute to the teams effectiveness by:

- Cooperative effort to implement the Ministry 5 Fold Strategy
- Create an environment that encourages children to learn about Jesus
- Cast vision for the ministry and uphold a standard for ministry to children including consistency, commitment, and quality
- Implement new phases of K-5th ministry as needed
- Recruit and development of volunteer small group leader teams encompassing: appreciation/mentorship, one on one care, shepherding, scheduling, communication, recruiting, and training.
- In conjunction with the Kidventure team plan and prepare for multiple leadership trainings
- Recruit, schedule, and update media team
- Recruit, develop, and schedule Kidventure drama and worship teams to execute Sunday morning programming
- Yearly evaluate the effectiveness of ministry based on Life Change testimonies both in individuals as well as family units
- Minister to K-5th grade families by one on one visits with parents or children
- Develop expertise of curriculum used in K-5th Sunday morning programming
- Provide periodic evaluations of effectiveness and relevance of curriculum