



Job Title: Children's Coordinator

Reports to: Family & Youth Director

Position Description:

The Children's Coordinator serves part-time to provide opportunities for the spiritual growth of the Children at Mariners Bethel and outreach to the children of the community. This position supervises and provides coordination of the Nursery (infant through age 4), Kid's Church, and assists with outreach programs and special events. The coordinator prays regularly for the children, their families, and the volunteers.

Core Competencies:

- Training and/or education in Christian Ministry, Education, or related field.
- Passion for ministry with children that spurs excitement and leads to growth.
- Authenticity and integrity which reflect the fruit of God's Holy Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- Effective administrative and communication skills.
- Understanding of technology/software used to stream curriculum, check in children and volunteers, register guests, and sign-up volunteers.
- Ability to identify recruit, train, coordinate, and encourage volunteers with a passion for sharing God's grace, love, and His Word.

Primary Duties & Accountability:

- Communicate regularly with the Family & Youth Director to ensure a high-quality, and innovative, faith formation program for children and their families.
- Control and maintain attendance records for security – have parents register and sign-out their children.
- Prepare the Kid's Church and Nursery portion of the Family & Youth Ministry report.
- Establish and manage with the Family & Youth Director an annual budget for Kid's Church, Nursery, Vacation Bible School, and special Children's outreach events.
- KID'S CHURCH (Sunday Hours: 8:30 am—10:00 am or until all children have departed)
 - Work with the Family & Youth Director to determine class structure; evaluate and provide curriculum and materials; recruit volunteers (emcees, craft persons, and helpers) to ensure adequate support.
 - Maintain Planning Center data for children and volunteers



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Primary Duties & Accountability (continued):

- Develop and communicate to the volunteers and parents/guardians our Ministry standards, discipline, and safety policies, in order to maintain a safe and secure environment for children in accordance with Ministry Safe guidelines.
- Oversee the purchase, distribution, and use of all equipment and supplies (curriculum, snacks, art supplies, etc.).
- **NURSERY (Sunday Hours: 8:30 am—12:00 pm or until all children have departed).**
 - Supervise Nursery care during regularly scheduled and special congregational worship services and events as required. Volunteers maintain a safe and secure environment for children and/or infants in their care in accordance with established safety and security procedures and standards following the Safe Sanctuary guidelines.
 - Children are not to be left alone; staff must be with children the entire time.
 - Children are not to leave the Nursery unless the parent/guardian comes for their child.
 - Engage children in prepared lessons and crafts. Play with children.
 - Sooth upset children. Contact parents when needed.
 - Change diapers or help children in the bathroom, if necessary.
 - Distribute one snack and juice box during the service.
 - Clean up and sanitize tables, and clean up toys or messes after children depart.
- **Outreach & Special Events**
 - Work with the Family & Youth Director to select curriculum, purchase materials, recruit volunteers, and promote and execute programs such as Vacation Bible School, and Christmas and Easter events open to the community.