



KIDZPOINT Coordinator

Job Description

GENERAL DESCRIPTION

The KidzPoint Coordinator is responsible to oversee the curriculum, volunteers and programming of Mission Point Community Church's program for Kindergartners through 4th graders. The content and activities of KidzPoint should be in keeping with the church's vision of showing and sharing the love of Jesus.

ESSENTIAL JOB FUNCTIONS

- Work with the Children's Ministry Team to provide cohesive programming and communication.
- The coordinator is expected to be in the office in a consistent rhythm agreed upon with the Director of Children's Ministry. This time will include regular check-ins with the Director of Children's Ministry.
- Recruit, train and schedule volunteers to teach monthly lessons, lead group activities and facilitate small groups. Maintain consistent communication with volunteers regarding schedules, policies and program updates.
- Develop a process for thanking KP volunteers.
- Create and prepare materials for weekly lessons from the curriculum.
- Interact with parents during the drop off and pick-up time to build relationships, be visible and answer any questions.
- Identify, initiate and implement problem solving strategies for the pick-up process, Baptism Sundays, special events, etc.
- Provide communication to the Director of Children's Ministry regarding people met, successes in the department, challenges in the department, etc. via weekly email huddle.
- Complete incident reports and report any areas of concern to the Director of Children's Ministry and parents as applicable.

EDUCATION, EXPERIENCE, SKILLS

Required:

- Committed member of the Mission Point Family
- Ability to work well with various types of people.
- Desire to have students and families learn together about Jesus Christ.

Preferred:

- Bachelor Degree
- A degree or experience in children's ministry, education and/or Biblical Studies.

POSITION STRUCTURE

The KidzPoint Coordinator reports to the Director of Children's Ministry.

TIME COMMITMENT

Part-time; 10hrs per week. Presence required on Sundays to ensure supplies are set up and volunteers are ready before KidzPoint begins, to help oversee weekly operations, and to ensure that tear down and clean-up of the area happens effectively.