



Job Title:	KidsZone Coordinator	Job Category:	Non-Exempt (hourly)
Location:	Lincoln Park	Travel Required:	No
Reports to:	Pastor Bobby Moss	Position Type:	Part Time; 10-15hrs a week

Job Summary: The Director of Children’s Ministry is responsible for ministry programming for newborns through 5th grade with an emphasis on sharing Christ with every child and helping them grow spiritually.

Job Duties:

- Align children’s ministry with NLCC vision and goals.
- Provide vision, direction, development, and management for all aspects of our Kids Ministry.
- Facilitate the training of volunteers. Oversee ongoing strategic development of curriculum, programming, facility, and planning.
- Recruit, train, and schedule a healthy group of volunteer staff for leading and facilitating the Kids Ministry. Screen all volunteers working with children.
- Responsible for ensuring Sunday kids classrooms are staffed and operate effectively. Including but not limited to: setting up spaces for volunteers, finding back fills for cancellations, and serving, as appropriate.
- Ensure that all curriculum used by the children’s ministry is consistent with the church’s doctrinal commitments.
- Complete all administrative duties relating to the children’s ministry; manage the distribution and allocation of curriculum and supplies.
- Lead regular meetings with the ministry team members.
- Steward the resources and rooms of the Kids Ministry, working with the Office Manager for any ordering needs.
- Provide assistance with church-wide events where kids’ activities or care is needed.
- Maintain a safe atmosphere for children.
- Model a contagious attitude of enthusiasm, friendliness, and fun.
- Maintain a team atmosphere among the volunteers and staff.

Skills/Qualifications:

- Must be an active member of the location with strong ties to New Life’s mission and vision.
- A distinguishable relationship with Jesus Christ.
- A bachelor’s degree in a child related field; or equivalent experience.
- 2 years of experience in motivating/leading volunteer teams.
- A passion for creating an excellent worship and discipleship experience for children.
- Strong leadership skills. Adequately organized and detail oriented; Reliable and self-motivated.