

Kidztown Elementary Coordinator

Reports to: Director of Children's Ministry and Board of Administration

Revised 7/21/21

PURPOSE: Provide relational and administrative leadership for Kidztown Ministry (grades 1-5) of King Street Church in support of the overall purpose of KSC: to be missionally engaged; relationally connected; and spiritually alive in Christ.

DUTIES/RESPONSIBILITIES:

- Support and encourage volunteers
- Respond effectively to requests from teachers regarding supplies and teaching support
- Organize a schedule of volunteers for teaching and special events
- Recruit, onboard, and train volunteers
- Recruit and train Kidztown Tech Team on ProPresenter and Sound Board Operations
- Collaborate with the Children's Ministry Director in selecting curriculum
- Develop curriculum with a specific focus to be taught throughout the year
- Give leadership to the implementation of selected curriculum
- Lead and implement the Elementary component of VBS
- Plan and carry out the Elementary component of special events
- Collaborate with the Children's Director on discipline policies
- Communicate discipline policies to Kidztown volunteers
- Invest in connecting relationally with children and parents
- Communicate regularly and effectively with volunteers and parents
- Collaborate with the Middle School Pastor on transitioning our 5th grade students into the Student Ministry area
- Work with the Outreach Coordinator in the After-School Program to connect with students and encourage them to be involved with other church ministries
- Communicate with the Youth Worship Coordinator in planning of worship for the Children's Ministry Center
- Communicate and enforce the security policy
- Ensure that Kidztown classrooms are organized and clean
- Maintain social media platforms for Kidztown Ministry

QUALIFICATIONS:

- Demonstrate a love for Christ and a desire to continue a deep personal walk with Him
- Willingness to support the doctrine of the United Brethren in Christ Denomination
- Service in children's ministry and/or relevant education
- Ability to communicate effectively, particularly with a volunteer team
- Administrative and organizational skills
- Ability to troubleshoot basic technology issues
- Proficient in Microsoft Word, Excel, PowerPoint, Facebook and Instagram