

JOB DESCRIPTION
Children's Coordinator
Park Street Brethren Church
619 Park Street
Ashland, Ohio 44805

Purpose:

To assist the Associate Pastor of Children and Music in the Children's Ministry of PSBC, to coordinate the Sunday morning program for children ages birth to 6th grades (Sunday School), to oversee the nursery ministry and to help as needed in other Children's programming. The stated Mission, Vision, Core Values, Dynamics and Strategic Principles of PSBC provide the framework within which this purpose will be fulfilled.

Responsibilities:

1. Sunday School Coordinate

- Recruit, assist in training and screening volunteers, order supplies, monitor needs, assign classroom usage, give recognition, support and encourage teachers and team members
- Regularly check with every class and communicate with teachers and teams including each Sunday morning
- Maintain the master attendance/enrollment list and approved substitute list

2. Nursery Coordinator

- Recruit and screen all Nursery staff for all Sunday AM, Sunday PM and special events
- Monitor all Nurseries by arriving early and checking at random times to ensure that each room is appropriately staffed and every child is safe and is experiencing a healthy environment
- Formulate and manage the scheduling
- Develop a substitute list
- Plan one training session per year
- Develop and distribute a Nursery handbook or brochure for new parents and visitors
- Make sure facilities and equipment are safe, pleasant, clean and appropriate for the age assigned to that space
- Develop and establish Nursery procedures and policies for volunteer staff

3. Other Children's Programming (as needed)

- Sunday PM (Kingdom Kids and Kingdom Quest)
- Special Events and programs
- Christmas Program
- Summer Events and programs
- VBS

Organizational Relationships

- Directly responsible to the Associate Pastor of Children and Music
- Abide by the stated beliefs and practices of The Brethren Church and the procedures of PSBC
- A review of this job description and this person will be conducted annually by the Associate Pastor of Children and Music

Qualifications

This person must be a growing Christian who loves the Lord and His children of whatever age. Every aspect of this person's life must model that their relationship with Jesus is their #1 priority, followed by family and then this church. She/he must be an organized administrator and a team player working cooperatively with the other PSBC staff and the many volunteers. A flexible person and flexible time commitment is also required. (A sense of humor is also very important!)

Requirements

This is a very flexible job. Sunday is the only non-negotiable work day. Vacation may include 2 Sundays per year. This is a part-time position which normally will not exceed 10 hours per week. There will be seasonal and special programming exceptions which may require special granted additional hours.

Personal Growth and Development

- Have a growing personal relationship with Jesus with specific spiritual formational goals
- Participate in workshops or seminars of specific interest
- Be active in the life and ministry of PSBC beyond those in this job description