



Valley Community Baptist Church Job Description

Interim Valley Kids Ministry Coordinator

Ministry Division: Valley Kids

Purpose: The Valley Kids Ministry Coordinator welcomes children into our communities to hear about Jesus. This role includes overseeing Valley Kids Clubs and the Kids Welcome Team, and assisting with Summer Bible Club planning.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions and ascribe to Valley's Affirmations of Faith as described in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

1. A leader who models spiritual transformation and demonstrates a passion to help others grow
2. Communicates and works well with children and parents
3. A team-builder who can organize teams to carry out ministry
4. An ability to create an environment where volunteers are loved and encouraged to grow
5. Has a collaborative style of leading
6. Has a strong desire to honor God and inspire His people
7. Skilled in planning, organizing, and executing
8. Previous experience with ministry to children

Ministry Responsibilities

1. Plan and Implement Club Ministry for Children
 - Recruit, train, equip, and encourage leaders, teachers, and helpers to carry out club ministry
 - Oversee club communications and publicity
 - Oversee follow-up for guests
 - Work with Outreach Department to create service and sharing activities for club kids
2. Oversee Kids Welcome Ministry
 - Recruit and train the Kids Welcome team to greet parents and children
 - Oversee and maintain the Kids Welcome Desk area
 - Oversee check-in and attendance procedures
 - Partner with other team members to follow up with first-time guests.

3. Help Plan Summer Bible Club

- Recruit and meet with key leaders for SBC
- Work with staff to create registration forms, publicity requests and room requests.

4. Care for Parents, Children, and Volunteers

- Care for, appreciate, and encourage volunteers to grow spiritually
- Support parents by communicating with them, as needed
- Pray regularly for the children, the volunteers, and the parents

5. Collaborate with Others

- Work with other Valley Kids staff to evaluate ministry and plan opportunities for kids to worship, connect, serve, and share.
- Attend staff meetings weekly for prayer, planning, and information

Key Working Relationships

1. Reports to the Director of Valley Kids
2. Works collaboratively with the Valley Kids staff
3. Functions cooperatively and collaboratively as a member of Valley's staff
4. Leads and supports the volunteer leaders
5. Seeks to get to know parents of children in our church

Other Details and Important Information

Exempt: No

Status: Part-time (20 hours/week). Includes Sunday mornings and Tuesday evenings

Date: October 9, 2024

Posted by: Valley Kids Director

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please email a cover letter and resume to Valley Kids Director Lois Hales at lhales@valleycommunity.cc