

Job Description

Title	Children's Ministry Campus Coordinator	Status	Part Time: Max 15 hours per week programmatic season Max 5 hours per week nonprogrammatic season
Department	Youth Ministry	Reports to	Nicole Weisz (Director, Children's Ministry)

POSITION PURPOSE

Assume a campus specific role as coordinator and lead teacher in Children's Ministry. Assist the Children's Ministry Director & Associate Director with weekly programming & events, to fulfill Hope Lutheran's mission, "to encourage all people to know the love of Christ." The goal of the Children's Ministry Team is to use their spiritual gifts to nurture, inspire, and encourage the youth, and those who support them.

POSITION RESPONSIBILITIES

- Weekly Programming & Coordination Responsibilities
 - Ensure classroom spaces are setup and ready prior to student arrival and group connection (i.e. curriculum, supplies, games, small group resources & copies) on programming days
 - Lead Teacher responsibilities: Sunday and/or Wednesday during programming
 - Attend weekly Bible study during programmatic year
 - Connect with Director and Associate Director weekly
 - Model positive relationships with youth and enforce all policies and procedures for safety and well-being
 - Hospitality presence greeting students, leaders and volunteers, making everyone feel welcome
 - Attend – Curriculum Unit Meetings
- Lead Teacher Support & Encouragement
 - Gather Lead Teachers weekly to check-in and pray prior to the start of large group programming
 - Connect with and support Lead Teachers weekly
 - Assist with the process of distributing and returning curriculum supplies
 - Be Aware of Small Group Leader needs & communication and encourage weekly connection & encouragement
 - Equip and Coordinate Praise Crew Members weekly
- Other Duties
 - Joyfully share the love of Jesus Christ
 - Greet and Connect with Youth Hospitality Volunteers
 - Curriculum Input and Support
 - Help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God
 - Be a Christian role model in attitude, speech and actions towards others and enforce policies for safety and well-being
 - Seek God's will while equipping parents, volunteers and students with tools and training necessary to develop strong spiritual growth and positive relationships

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran.
- ❖ Proficiency with computers, Microsoft office products and smart phone applications
- ❖ Perform duties independently and cooperatively
- ❖ Ability to lead and inspire a team of Lead Teachers
- ❖ Communication and interpersonal skills

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