



Position/Title:	Adopted: 6/11/14
Children's Ministry Coordinator	Revised: 2/25/19
POSITION DESCRIPTION	
Department: Client Support	
Reports To Position: Director of Client Support	Employee Type: Part-time or for 1 or 2 employees (possible job share)
FLSA Status: Non-Exempt hourly	Hrs./Week: 29 hrs/week or less
Physical Demand Rating: Active	Work Environment: varied/changing
Pre-employment Testing: Background check prior to hire	Probationary Period: 90 days or less from date of original hire

General Statement of Duties

The Children's Ministry Coordinator is responsible for the care and spiritual encouragement for the clients' children during Earn While You Learn classes.

Examples of Essential Work

Children's Ministry Operations

- Ensure a safe and sanitary environment at all times for the children to play and learn
- Create bulletin boards and seasonal decorations for the room
- Communicate with clients regarding their child's time in the Children's Ministry room
- Encourage biblical principles in teachable moments for play, conflict resolution, respect of people and property.
- Perform other duties as requested by the Director of Client Support or Executive Director

Volunteer Supervision

- Work with the Volunteer Relations Coordinator to recruit volunteers to assist with caring for the children.
- Organize and schedule volunteers to ensure adequate adult supervision for the children in accordance with our Child Protection Policy
- Provide training and orientation for volunteers so they understand the mission of Children's Ministry and the Child Protection Policy
- Lead monthly Volunteer Development sessions for volunteers
- Maintain communication with volunteers to encourage and reward their efforts; including Volunteer Appreciation Picnic and Volunteer Christmas Party
- Manage through occasional challenging volunteer conduct

Required Knowledge and Abilities

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and the biblical standard of sexual purity

- Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and the policies of Bridgehaven
- Periodically lead staff prayer time
- Be self-motivated, dependable, coachable, nurturing and responsible
- Have maturity to respect and keep information confidential
- Be friendly and respect the dignity of all persons
- Ability to organize work and manage the efforts of other people
- Be able to multi-task and work with multiple interruptions

Necessary Experience and Training

- One to two years of post-secondary education with an emphasis in child development or education or equivalent experience preferred
- Have at least one year experience caring for and teaching children or teaching children

Required Special Qualifications

- CPR and Mandatory Reporter Certification (or the ability to obtain these certifications within 60 days of hire)

Essential Physical Abilities

- Position involves working in a childcare setting.
- Occasional (10-20%) reaching and viewing a computer and other types of close visual work
- Frequent (34-66%) standing, lifting, carrying, and grasping
- Constant (67-100%) sitting, walking, repetitive motion, talking and listening