



## JOB DESCRIPTION

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New  
Revised

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Full Time  
Part Time

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Exempt  
Non-Exempt

**Date Prepared:** 8/27/20

**Date Hired:**

**Employee:**

**Job Title:** Kids Coordinator

**Department:** Next Gen/Kids

**Manager/Direct Report:** Next Gen Pastor

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### I. Purpose of the Job:

To serve the vision of Vineyard Church by providing leadership, vision, & direction that creates a life-giving atmosphere for children, parents, & the kids ministry team.

### II. Experience and Knowledge Required:

- Ability to communicate the Gospel through various means to children at various ages
- Background in effectively leading & building adult teams
- Ability to articulate and communicate the vision of Vineyard Church, a heart for children and parents
- Exceptional communication and interpersonal skills working with a variety of people
- Ability to create, analyze, and maintain budgets
- Computer competency in CCB, PCO, Microsoft Office, & Google Drive
- Strong organizational and time management skills (attention to detail)

### III. Essential Functions and Responsibilities:

- Liaison for all kids ministry vision and structure from the Next Gen Pastor
  - i. Meet regularly with Next Gen Pastor to discuss the ministry wins, current needs, & vision
- Develop & maintain training processes for nursery, preschool, elementary, & check-in Dream Team members
- Recruit, develop, train, & lead teams to execute all aspects of kids ministry for weekend services
  - i. Ensure new team members are moved through the CCB process queues
  - ii. Respond and minister to pastoral care needs of children and families including prayer, phone calls or hospital visits
  - iii. Oversee the overall health of Vineyard Kids teams
- Develop healthy community among parents and equip them to be the leader of their child's spiritual development
- Help develop & maintain all security standards
- Oversee and develop the weekend experience for kids including curriculum, scheduling, & quality control evaluations (cleanliness, safety, etc)
- Purchasing kids equipment and supplies as needed

- Help support and develop a structure for church ministries & events that require child care: Dream Team, conferences, small groups, etc.
- Be a model for those who attend Vineyard Church by being an example of personal integrity, discipleship, & evangelism

**IV. Attributes**

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

**V. Physical Demands:**

- As needed

Direct Report's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_