



POSITION: Children's Ministry Coordinator

FLSA STATUS: Non-exempt

BAND: 5

DEPARTMENT: Children's Ministry

REPORTS TO: Redeemer Lincoln Square (LSQ) Director of Children's Ministry (CM)

DATE: Immediate

HOURS WORKED: 20 hours (Sunday hours required)

JOB DESCRIPTION

Sunday Operations (4 hours/wk):

- Manage Sunday operations for LSQ Kids ministry, with supervision of CM Director.
 - Oversee LSQ Kids Sunday staff, staff meeting and orientation of volunteers upon arrival.
 - Source volunteers and staff with appropriate curriculum, handouts and supplies.
 - Greet families for check-in and dismissal.
 - Troubleshoot operational issues when necessary, with assistance of the CM Director.
 - Coordinate with LSQ Operations team and NY Society of Ethical Culture's Operations team for setup and teardown of Sunday LSQ Kids equipment, supplies and furniture .

Administrative Support (16 hours/wk):

- Assist the Children's Ministry Director in the hiring process of LSQ Kids Sunday staff, including reviewing applications, interviewing and vetting.
- Coordinate with the Curriculum Manager to copy curriculum each week, email curriculum out to staff and volunteers, and make sure the curriculum is on hand for Sunday mornings.
- Order necessary supplies for Sunday LSQ Kids ministry and other CM events.
- Complete the weekly Sunday debrief document. Use the debrief document to look for trends amongst volunteers, staff, and children's attendance and supply usage to best anticipate the needs of the ministry.
- Assist CM Director with communicant classes and infant baptisms by scheduling, providing logistical and administrative support, and sending personalized gifts.
- Oversee all aspects of the TouchPoint database to advance the goals of LSQ Kids through recordkeeping and to increase accuracy and efficiency of family information. Manage rosters, schedule and send necessary CM emails, and create registrations for events.
- Create LSQ Kids/Youth monthly newsletter, coordinating with the LSQ CM Director and the LSQ Youth Coordinator.

- Work with LSQ CM Director and consult with the LSQ Communications and Generosity Manager to create and execute a communications plan for upcoming LSQ Kids events.
- Coordinate logistics and provide administrative and onsite support for all LSQ Kids and LSQ family ministry events, such as LSQ Family Night, family breakfasts, talent show, Communicants classes and parent seminars. Work with the Children's Ministry Director to maintain and coordinate the volunteer schedule to ensure all LSQ Kids classes are properly staffed for Sundays.
- Check email Fridays and Saturdays in the event there are volunteer cancellations and fill in vacant spots with appropriate subs.
- Recruit volunteers for Sundays and lead recruitment initiatives, including Connect Ads, flyers/informational cards, etc.
- Assist LSQ CM Director with volunteer vetting process including answering volunteer inquiries, emailing application materials, running background checks, scheduling interviews, etc.
- Designing and printing name tags for all staff and volunteers and maintaining a tag storage system for high efficiency on Sunday mornings.
- Must be available on Sundays.

QUALIFICATIONS:

- Heart for God, the reformed faith, families and children.
- Must be a leader, having character qualities such as integrity, wisdom and discernment.
- Must be able to take initiative, have good problem-solving skills and be forward-thinking.
- Warm and engaging personality that is welcoming to parents and children.
- Children's Ministry experience a plus
- Must be a team player.
- High capacity for working on multiple projects and towards multiple goals at once.
- Strong problem solving and decision-making skills.
- Excellent communication and customer service skills.
- Ability to deal with demanding and challenging people, adapt to changes and maintain professionalism during crisis or any unexpected situations.
- Experience in an administrative role. Ability to think proactively and anticipate and meet administrative needs.
- Experience planning and executing events.
- Strong interpersonal and organizational skills.
- Proficient in Google Suite, MS Office applications and the Internet.