## SMCC Children’s Ministry Coordinator

**Summary:**

*The Children’s Ministry Coordinator champions SMCC’s Cultural values while maintaining the quality and care for the children’s ministry department by providing support to both the Pastor of Children’s Ministry and the volunteers in the department.*

**Key Attributes:**

* **Winsome:** Friendly with staff, volunteers and visitors. Models, “What does love require?”
* **Detail oriented:** Sees the lint on the shoulder of the system
* **Quality Manager:** Looks for ways to improve things; sensitive to misses; committed to excellence
* **Solution Specialist:** Process follower and developer
* **Cheerleader:** Encourages people habitually

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**Organizational Relationships:**

* Directly accountable to the Pastor of Children’s Ministry
* Assists the ministry, staff and volunteers by growing the department
* Attends and participates in relevant staff meetings held at Draper and All Campus staff as required

**Classifications:**

* Full-time (40-45 hours/week) | Salaried
* Apart from seasonal necessity, working over 45 hours a week is strongly discouraged

**Qualifications:**

* Committed to the vision and values of SMCC
* Background or education in Child Education or equivalent in experience
* Has worked with Orange Curriculum or other children’s curriculum a plus
* Excellent written and verbal communication skills
* Demonstrates proficiency in Office and online tools, Planning Center Online, Slack, Asana

**Responsibilities:**

* Attend staff meetings (as needed). Attend and assist in preparation of ministry training meetings for the department.
* Weekend services; setting up class rooms, cover any teachers missing in action, answer questions and generally be available to assist for each hour of ministry.
* Schedule weekly the teachers for all age groups, review and submit weekly curriculum to PCO and prepare activities for each class, this is a shared responsibility with the Children’s Pastor.
* Set up Posters monthly to provide themed décor and print out the monthly Parent Cue flyers for the department. Download the videos and material for each of the classrooms on to the proper iPad for class room use.
* Assist the Pastor of Children’s Ministries with seasonal events.