

**Title:** GCKids Associate Coordinator (Part-time, 20 hours per week)

**Objective:** The GCKids Associate Coordinator works in partnership with the GCKids leadership team and volunteers to facilitate our mission of leading kids to find and follow Jesus. Assists in engaging volunteers and overseeing all aspects of our Sunday morning classroom ministry environments. Works to support structure and plans for age-appropriate classroom learning experiences ages 3 through pre-teen (4<sup>th</sup> and 5<sup>th</sup> grades). Assists with recruiting volunteer leaders. Promotes a culture of engagement making use of unique passions and gifts. Supports a team-of-teams structure to help maximize spiritual impact within GCKids ministry programming.

**Reports to:** GCKids Pastor

**Duties and Responsibilities:**

- **Sunday Classroom Experiences:**
  - Assists with planning weekly Sunday Morning classroom experiences for ages 3 to preteen (grades 4/5).
  - Coordinates and manages weekend volunteer resourcing for classroom environments in alignment with overall ministry vision.
  - Supports the design of classroom environments in alignment with scope and sequence of curriculum.
  - Recruits and trains robust volunteer teams. Assists with onboarding, encouraging, and mobilizing classroom volunteers.
  - Proactive family and volunteer soul care (weekly proactive reach out to families and volunteers).
  - Ensures all classroom supplies and needs are ready and available weekly.
  
- **Other Responsibilities:**
  - Manages time and productivity to ensure regular worship service attendance.
  - Implements GCKids Ministry safety and security policies and procedures.
  - Connects with and develops relationships with volunteers, children, and families through open communication.
  - Assists with volunteer and programming needs for Vacation Bible School
  - Attends GCKids Team meetings (Grace Chapel Staff Chapels are optional).
  - Participates in events/programs outside of normal programming as needed.
  - Documents and maintains the processes required to perform the job.

**Stewardship of Mission:** Understands and supports Grace Chapel's mission of leading people to find and follow Jesus. Pursues personal spiritual and professional growth through enrichment opportunities. Establishes and maintains strong team relationships. Effectively utilizes the Lord's resources for maximum ministry impact while minimizing expenses. Creates an environment of loving Christian care.

**Minimum Qualifications:** College degree preferred. Minimum 2 years of experience in Kids Ministry. Models strong Christ-like character. Proven ability to successfully recruit and lead volunteer teams. Strong ability to develop others and build teams. Experience in shepherding and discipleship. Strong ability to communicate God's Word effectively.

**Please note:** *This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, & activities may change at any time with or without notice.*