

Job Opening: FG Kids Jr. Coordinator

Overview: We are looking for an individual who loves Jesus and wants to serve him with his/her gifts and talents by leading volunteers and ensuring excellent programming is being led out each Sunday. The ideal candidate is someone that loves to delegate, train, think strategically, edit curriculum, and work hard with a fun team.

Main Objective: Work as a part of the NextGen team to design and execute ministry that contributes to the spiritual growth of preschool children and their families. Lead volunteers to make Sunday morning an amazing experience for children and their families.

Job Description:

Lead, oversee, and bring energy to birth through 4-year-old Sunday morning environments through the following key areas:

1. Content
 - Edit small group curriculum.
 - Work with Ministry Resource Designer to ensure materials are ordered.
 - Understand what is happening in large group.
2. Volunteer Leadership
 - Build a volunteer leader base that is empowered to oversee volunteers on Sundays.
 - Use Sunday morning as a time to connect with volunteers and families.
 - Give leadership to the recruitment and training of volunteers.
 - Schedule volunteers when necessary.
 - Print monthly volunteer schedule and coordinate with NG Ministry Assistant to email volunteers.
3. Environment
 - Ensure a clean, organized, and attractive space is ready each week.
 - Oversee and manage volunteers that coordinate and prepare materials for elementary rooms.
 - Oversee the coordinate and prepare nursery and preschool rooms.
 - Clean and make sure rooms are fully stocked with supplies (wipes, snacks, Clorox wipes) each Sunday.
 - Remove and wash all bedding, burp cloths, bibs used on Sunday morning.
 - Run all plastic toys that have been in mouths through the dishwasher.
 - Make sure clean bedding is in place.

Additional responsibilities:

- Evaluate, with FG Kids Director, the preschool program and events for purposefulness and intentionality.
- Encourage and celebrate cultural behavior “wins.”
- Participate in weekly operational meetings.
- Partner with leaders of our registered childcare program.
- Contribute to the development of the yearly area budget.

Critical Skills: leadership, delegation, organization, communication, enthusiasm, team building and critical thinking

Other Performance Expectations:

- Personal accountability with another individual.
- Be an active and growing member of Fellowship Greenville.
- Practice and grow in Fellowship Greenville’s *Cultural Behaviors*:

Thrive on team

Strive for excellence

Bring passion

Keep hands open

Live healthy

Reports To: FG Kids Director

Relates Closely To: FG Kids Elementary Coordinator, Ministry Resource Designer, Ministry Logistics and Operations Coordinator, NextGen Ministry Assistant, Registered Childcare Director

Job Status: part-time, 25 hours a week, set schedule 9-2 pm Mon-Thurs, 7:45am-12:45am Sun., all in-office hours.