



<p><b>DETAILED MINISTRY DESCRIPTION</b></p> <p><b>GraceKids Ministry Coordinator</b></p>
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***Title***

GraceKids Ministry Coordinator

***Purpose***

- The GraceKids Ministry Coordinator will perform support, supervisory and administrative services to the GraceKids Ministry team. This position will provide weekly coordination of Preschool and Elementary materials for routine services & special events (collecting all items needed, ensuring inventory before the event, sorting and putting away items after the event, stocking, maintain receipts, assisting set-up/breakdown)

***Reports to***

- GraceKids Ministry Administration

***Essential Job Duties and Responsibilities***

**Key Responsibilities:**

- Establish and maintain an organization process for all GraceKids storage areas: Chapel, Media closet, Stable, Neighborhood, classroom cabinets/carts, snack closet (would include intermittent physical lifting of ~50 pounds of supplies).
- Delivery coordination/retrieval (Sam's, Wal-Mart, collecting packages, handling returns)
- Preparing special gifts (i.e., Baby Basket, First-Time Guests, "Thank you" tokens) and meaningful correspondence first-time guests, children's birthdays, volunteer thank you's)
- Help identify Shelby edits (grade rosters, accuracy of family profiles, child groupings)
- Provide creative input to crafts, games & fun activities for kids
- Manage safety measures of child-care environments: safety check of supplies, equipment, restocking supplies, report repair needs to leadership, follows up, follow infection control measures.
- Promptly Report Incidents (i.e., child/volunteer/employee injury) through appropriate procedures
- Participate in the direct care and supervision of children in accordance with policies
- Be precisely informed of policies, protocols, and practices defined by Grace Baptist Church that outline the expectations of volunteers serving within the children's ministry (i.e., Child Protection Policy, Covenant, Reporting Guidelines)

- Collaborate with relevant teams to assist in the organization of events (i.e., training sessions, special events, routine events), and to support preparation of attendees and volunteers at the event.
- Others supportive efforts as needed for the GraceKids ministry

#### Coordination of Child-Care Services:

- Coordinate coverage for child-care events, including scheduling & staffing of child-carers and event registries
- Greet and check attendance of child-carers, assist their needs during any event
- Coordinate all childcare needs for events by GBC ministries, including but not limited to:
  - Kids Night Out
  - Ladies Night Out
  - Women of the Word
  - Marriage Conference
  - Feeding the 5000
  - Christmas at Grace Rehearsals
  - Special Choir Rehearsals and Events
- Required to be on site during all childcare events unless requested off ahead of time
- Submit facility communication via FMX for Childcare events
- Manage safety measures of child-care environments: safety check of supplies, equipment, restocking supplies, report repair needs through FMX, follows up, infection control measures.
- Promptly Report Incidents (i.e., child/volunteer/employee injury) through appropriate procedures
- Track and report worked hours & service hours of childcare workers

#### ***We Want – Must Haves***

- A demonstrated ability to maintain all sensitive confidential church, student, and family information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good relational skills for relating to parents, staff, volunteers, members, guests and pastoral staff.
- A heart for working with children and seeing them grow in their understanding of God through Bible stories, songs and prayer, along with treating each child with dignity and respect.
- Ability to identify and resolve problems in a timely manner and able to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- Ability to handle student behavior problems and conflict with truth and Christlikeness.
- Commitment to community building with parents and children involved in the ministry.
- A positive attitude always and poise under pressure.
- Self-motivated, flexible, and willing to assist in the implementation of new policies and procedures.
- Knowledge and principles of preparing correspondence, forms, reports, office organization, office equipment, record-keeping and filing systems.

- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Proficient in all Windows based software.
- Excellent organizational skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma and job training / experience in the area of after school / children's ministry that qualifies for the position.

### ***Qualifications***

- Excellent organization, communication, and interpersonal skills
- Ability to work collaboratively with staff, volunteers, and families
- Ability to pass a criminal background check and obtain required certifications (i.e., CPR)
- Must be highly flexible in working with others, exhibiting mindfulness of shared spaces
- Receptive to change-of-plans as is the nature when working with children, must be flexible in adapting activities/materials if needed
- Must be trustworthy and responsible in maintaining security measures for locked supplies

### ***Time requirements***

This is a full-time position. Flexibility in scheduling is required, as some evening and weekend hours may be necessary to accommodate events in which volunteers are serving.

Revised November 28, 2023