



# Part-Time Coordinator of Kids' Small Groups

## Winter 2019

**W**e're a group of people who worship together, pray together, serve together, and live day-to-day life together. We believe that church is community. It's more than just a place to show up on a Sunday; it's the messiness of real life. When people are connecting to God and experiencing what it means to be loved, forgiven, healed, and empowered by Jesus Christ through the Holy Spirit, church is happening. Above all, church is a foretaste of God's Kingdom—a day when all that is broken will be healed, all that is incomplete will be made whole, all that is old will be made new. A day of Restoration.

**Job Title:** Coordinator of Kids' Small Groups  
**Reports to:** Director of Kids' Small Groups

### Details of the Position

Part-time, hourly position

20 hours per week, with specific hours on Sundays (8 AM – 1 PM every week and 4:30 PM – 7 PM twice a month), and the other hours worked on a flexible, yet consistent schedule.

### Mission

The role of the Coordinator of Kids' Small Groups is to glorify God by maintaining a safe and welcoming nursery environment for the tiniest members of our community. Supporting the Director of Kids' Small Groups, the Coordinator of Kids' Small Groups will maintain responsibility for the nursery space, supplies, curriculum and staff (both paid and volunteer,) with a goal of providing easily accessible, meaningful opportunities for our children and families to grow as disciples of Jesus.

### Essential Duties and Responsibilities

- Oversee the staffing and equipping of the nursery rooms.
- Recruit, hire, and supervise all paid nursery employees.
- Supervise nursery volunteers.
- Insure that those who serve in the nursery have met all requirements for serving at Restoration under our *5 Steps for Keeping Kids Safe @ Restoration* policy and are current in their child safety training.
- Track of all those who need child safety training to insure that they are current.
- Arrange for childcare for events at the request of other ministries.
- Review time sheets for nursery employees and submit them to the Director of Operations on a bi-monthly basis.
- Utilize database and maintain records related to all children, families, and volunteers in children's ministry
- Order and maintain supplies for the nursery.
- Maintain age-appropriate toys in the nursery.
- Oversee the cleaning and sanitizing of toys and equipment in the nursery.
- Insure that the nursery's laundry is done weekly.
- Engage children in the nursery in age-appropriate and developmentally-appropriate activities.
- Review and prepare nursery curriculum on a weekly basis.
- Oversee the preparation of meal calendars for those families with a new baby.



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- Solicit and curate pregnancy prayer requests and communicate with moms and intercessors.
- Assist Director of Kids' Small Groups in coordinating special events and seasonal activities.

## **Qualifications**

- Experience working as a consistent childcare provider or educator
- Supervisory or management experience
- Past experience and comfort with iWork Pages and Numbers
- Natural ability for organization and creating electronic systems for capturing, tracking, and maintaining data.
- Experience proactively managing the expectations of multiple groups of people simultaneously

## **Personal Qualities of an Ideal Candidate**

- Someone who loves Jesus
- Someone who loves kids and families
- Loving personality, warm, inviting, patient, and compassionate
- Proactive and conscientious
- Able to give attention to detail, focus, and follow-through
- A creative problem solver, ability to think-on-one's feet