



Kids' Small Groups Coordinator

Job Title: Kids' Small Groups Coordinator
Reports to: Director of Kids' Small Groups
Start Date: September 1, 2021 or as soon as possible

We'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.

We are broken people being restored by grace and living God's story.

POSITION SUMMARY

The Kids' Small Groups Coordinator serves on Restoration's staff team and helps to maintain a safe and welcoming kids' small group environment for the littlest members of our community.

Partnering with the Director of Kids' Small Groups, the Kids' Small Groups Coordinator 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, families, and kids' small group leaders to grow as disciples of Jesus each Sunday.

KEY RESPONSIBILITIES

Partnering and Planning

- Partner with the Director of Kids' Small Groups in strategic planning and curriculum development.
- Implement practices for the growth and spiritual formation of kids, families, and kids' small group leaders.
- Pray for leaders, volunteers, children, and families.
- Collaborate with the Director of Kids' Small Groups to ensure a seamless Sunday experience for kids, families, nursery workers, and volunteers.

Nursery Leadership

- Recruit, hire, and supervise all paid nursery employees.
- Review time sheets for nursery employees and submit them to the Executive Director on a bi-monthly basis.
- Recruit, supervise, and oversee scheduling of nursery volunteers.
- Maintain age-appropriate toys in the nursery.
- Oversee the cleaning and sanitizing of toys, equipment, and laundry in the nursery.

- Engage children in the nursery in age-appropriate and developmentally-appropriate activities.
- Review and prepare nursery curriculum on a weekly basis.

Ministry Support and Communication

- Ensure background checks and all paperwork related to Child Safety Training have been completed.
- Arrange for childcare for events at the request of other ministries.
- Partner with Director of Kids' Small Groups in coordinating special events and seasonal activities.
- Facilitate Pregnancy Prayer ministry by regularly corresponding with families and sharing monthly prayer requests with Pregnancy Intercessors.
- Utilize database and maintain records related to all children, families, and volunteers in children's ministry

Other duties as assigned.

POSITION REQUIREMENTS

- A clear, personal, mature, articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, and infectious life of worship
- Experience working in the education of children
- Loving personality, warm, inviting, patient, and compassionate
- Team player with experience proactively managing the expectations of multiple groups of people simultaneously
- Able to give attention to detail, focus, and follow-through
- Demonstrated success in situations which require initiative and an entrepreneurial spirit as well as an ability to work independently
- A creative problem solver, ability to think-on-one's feet
- Excellent written and verbal communication skills
- Ability to use Microsoft Office Suite of programs, and familiar with Mac OS
- Ability to easily work with internet applications (i.e. Mailchimp, Signup Genius, Gravity Forms, WordPress and social media, etc.)
- Bachelor's Degree or equivalent experience in related job activity
- 2 years of experience in similar role

COMPENSATION

Full-time, salaried position. Restoration's benefits include medical, dental, vision, disability, and life insurance, a phone stipend, 13 paid holidays, 15 PTO days, and a 401(k) match.

TO APPLY

To apply, please submit a cover letter, resume, and 3 references to personnel@restorationarlington.org, Attn: Kat Downs.