



Job Profile

Berean Baptist Church is on mission to see our lives, our community, and our world transformed by the power of the gospel. Berean Kids is responsible for overseeing the education and faith development of children from birth to grade five by creatively and effectively implementing the church's vision for children and families.

The Wednesday Night Coordinator will build and lead a team of volunteers as they seek to partner with parents in the faith development of kids birth to grade three. This is a part time non-exempt (hourly) position at 20 hours per week, and reports to the Berean Kids Director.

Job Responsibilities

Essential duties:

- Oversight of Wednesday night volunteers and classroom setup/teardown
- Schedule volunteers for Wednesdays through personal phone calls/emails
- Recruit and interview prospective new volunteers; call references
- Train and equip volunteers
- Ensure safety measures are followed during hours of operation
- Adapt and edit curriculum for weekly lessons
- Instruct and explain curriculum strategies to volunteers
- Oversee and administer the Wednesday night budget
- Required presence:
 - Tuesdays for Berean staff Huddle and Berean Kids staff meeting
 - Office hours as scheduled with the Berean Kids Director
 - Wednesday afternoons and evenings from September through May

Other duties:

- Occasional All staff events through the year
- Occasional Berean Kids Ministry events such as VBS and Child Dedications

Knowledge, skills, and abilities

- Model a growing, personal relationship with Jesus Christ
- Agree with the Berean Baptist statement of faith
- Maintain or establish membership at Berean Baptist Church
- Have a passion for kids and families to see their lives, communities and world transformed by the power of the gospel
- Experience with children and/or children's education

**"We know that for those who love God all things work together for good, for those who are called according to his purpose."
Romans 8:28 ESV**

- Proven ability to make rational, in-the-moment decisions and to solve problems
- Ability to review curriculum, and adapt activities and materials appropriate for various age groups
- Biblical conflict resolution skills
- Strong, professional relational and communication skills
- Computer skills and ability to learn database and media tools
- Adeptness to work effectively with a variety of personalities, skill levels and situations

Work Conditions

Physical Characteristics

- Working in office for periods of time
- Involves some light lifting, up to 20 pounds, and managing supplies for storage
- Ability to stand and walk around the building for several hours on Wednesdays

Hours

Working BK or Family Ministry events that are outside of regular work hours, which can be in the evenings or on weekends

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

