

Job Profile

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

The Coordinator role oversees a team of volunteers who lead, develop and equip to ensure excellence in a safe and engaging environment for kids that is gospel-centered and family-oriented. This is a part time non-exempt (hourly) position, averaging about 20 hours per week.

Role and Responsibilities

- Oversight of Saturday and/or Sunday services including personal connections as well as leadership in the ministry of kids programming
- Schedule volunteers for weekend using our online schedule program as well as personal phone calls/emails
- Ensure the classrooms are set up for weekends
- Ensure safety measures are followed during hours of operation
- Engage with volunteers personally and invest in their growth in ministry
- Required presence:
 - Office hours as scheduled with the Berean Kids Director
 - Sunday mornings (time given to attend one of the worship services)
 - Saturday night service: once or twice monthly, as scheduled

Qualifications

- Model a growing, personal relationship with Jesus Christ
- Agree with the Berean Baptist statement of faith
- Maintain or establish membership at Berean Baptist Church
- Passion for children and families to see their lives, communities and world transformed by the power of the gospel
- Proven ability to problem-solve and make rational, in-the-moment decisions
- Biblical conflict resolution skills
- Strong, professional relational and communication skills
- Computer skills and ability to learn database and media tools
- Ability to work on a team
- Adeptness to work effectively with a variety of personalities, skill levels and situations

**"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**

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.