

Title:	Sunday School Coordinator	Ministry or Department:	Children's Ministry
Job Status:	Part-Time	Supervisor:	Lead Children's Ministry Coordinator
Job Group:	Group 1	Scheduled Weekly Hours:	20
FLSA Status:	Non-Exempt	Clergy Position:	No

Mission of the Position

The primary mission of the Children's Sunday School Coordinator is to build a spiritual foundation in each child that lasts a lifetime. The Children's Sunday School Coordinator role provides professional communication and support to our staff, children, families, and congregation.

Essential Duties

Administrative Functions

1. Attend meetings and takes minutes, as needed
2. Order supplies for Sunday School needs
3. Prep, pack, and deliver weekly Sunday School supplies
4. Manage organizational system for Sunday School curriculum and supply storage
5. Study current practices and develop ways to fine-tune processes for attendance, security, check-in, and reporting
6. Contact the congregation regarding programs, events, and registration information, via phone, email, or face-to-face
7. Maintain database with updates of volunteers, new members, visitors, etc.
8. Reserve rooms, media and specific setups for programs and events in accordance with established policies and procedures
9. Perform all other required administrative duties as needed

Volunteer Coordination

10. Ensure assigned weekly programs and events have sufficient volunteer headcount and communicate expectations to volunteers
11. Coordinate volunteers' talents with the ministry needs and assign tasks appropriately based on weekly programs
12. Oversee, train, and equip volunteers, as needed
13. Collect and gather confidential information from volunteers relating to Safe Sanctuary and communicate Safe Sanctuary requirements to all volunteers within the Children's Ministries.

Additional Responsibilities

14. Assist in childcare and Sunday programming, as needed
15. Other duties as assigned

Supervisory Responsibilities

- None

Competencies

Education:

- High school diploma required
- Associate's or bachelor's degree in related field preferred

Experience:

- Two to four years of related experience
- Proficient in Microsoft Office Suite; database management experience preferred

Talents:

- A passion for cultivating a love of Jesus in each child
- Active and growing disciple of Jesus
- Spiritual gifts such as apostleship, administration, shepherding, leadership, compassion, evangelism and exhortation
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills
- Detail oriented and professional
- Ability to work independently and reliably
- Ability to organize and prioritize tasks

Employee Acknowledgment

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the primary job duties, additional responsibilities and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date