

TRINITY CHURCH

TRINITY KIDS ASSISTANT COORDINATOR



Since 2007, the mission of Trinity Church has been to make disciples who exalt Jesus Christ and honor God's word in everything they say and do. Our four-part strategy invites people to **COME** to Christ, to **GROW** in their faith, to **SERVE** Him by serving others, and **REACH** those outside Trinity with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

+ Position Description

The Trinity Kids Assistant Coordinator will assist the Trinity Kids Coordinator to ensure an excellent children's ministry for Trinity Kids at the Downtown Norfolk Campus. Excellence is achieved by maintaining a safe, organized, Christ-centered educational environment for children from birth to fifth grade.

+ Areas of Responsibility

General

- Assisting with weekly Programming
- Assisting in setup/teardown of kid's environments
- Monitoring check-in/out procedures
- Assisting with curriculum elements as assigned
- Assisting in leading the team on Sundays and throughout the week as required
- Greeting and talking to parents and children as they arrive
- Attend Sunday Worship after securing the children's areas 2x's a month
- Praying for volunteers, children, and families
- Maintaining personal relationships with volunteers
- Ensure safety guidelines are followed in all environments

Administrative

- Train and become adept at the use of Trinity-wide software applications for scheduling, project management, and administration. Train ministry leaders and volunteers in the use of them as well. (Included but not limited to: Google Suite or similar cloud-based office software, MailChimp, and Planning Center.)
- Operate within budget, shop for materials as assigned,
- Turn in copies of all receipts and properly file expense reports.
- Ensure Planning Center Services has volunteers scheduled and up to date
- Assist with maintaining proper background checks for volunteers
- Assist in preparing and distributing curriculum to volunteers weekly
- Assist with volunteer training

+ Preferred Experience and Skills

- Minimum of 1 year working with children in this age group.
- Clear sense of calling to children's ministry
- Gifted and passionate about working with children and parents
- Developing an understanding of proper curriculum and activities appropriate for young children
- Ability to communicate effectively verbally and in writing
- Ability to delegate and lead effectively with a team of volunteers

- Calm, welcoming demeanor and ability to remain cool under pressure
- Physical stamina including standing for several hours and the ability to assist with load in and load out. Must be physically able to bend, stoop, climb stairs, and carry and lift objects (up to 35 lbs.)

+Expectations

- Continue in Christ-centered spiritual growth and development
- Maintain a consistent commitment to prayer and scripture
- Maintain a strong spiritual life including marriage and/or family
- Be involved as a family in the church-wide life of Trinity Church
- Support the leadership and decisions of the Elder Board, including decisions made for specific campus
- Be on time and honest in reporting hours worked
- Follow proper procedures for requesting time off
- Cooperate with annual/regular reviews

- All Staff Meetings (once monthly)
- Campus staff meetings as assigned
- Kids Ministry Team Meeting (once monthly)

+Key Relationships

- Campus Pastor
- Trinity Kids Administrator
- Campus Trinity Kids Coordinator
- Campus Trinity Kids Team

+Expected Hours

- This role will average 10 hours per week including Sundays, evenings and weekend commitments. Regular office hours will be established with those to whom this role is responsible/accountable.
- This role will require additional hours seasonally for yearly Special Events as communicated by leadership (this will include Christmas Eve and Easter.)

+Support (what Trinity Church provides)

- Resources as specified (computer, office space, etc.)
- Non-reimbursed Sunday skips to equal 5 a year
- Personal support from Elder Board, Pastoral staff, Trinity Kids Administrator and M&M prayer partner.
- Travel expenses to Trinity Church USA for support and training as needed.
- Personal development in the way of learning various aspects of how churches operate and function.