



Downtown Norfolk Trinity Kids Assistant Coordinator Opportunity Profile & Position Description:

At Trinity, we are passionate about seeing a diverse group of people find a common story in Christ. Since Trinity started 12 years ago, we have committed ourselves to exalting Jesus Christ and honoring God's Word in all that we say and do. Our four-part strategy is to invite people to Come to Christ, then to Grow in Christ, Serve Him, and Reach others with the great news about Christ. As God has brought more people, we have continued to be one church which now meets in five locations, three Virginia Beach locations, one in Downtown Norfolk and one in Stuttgart, Germany.

Position Overview:

The Trinity Kids Assistant Coordinator will assist in ensuring 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 birth to 5th grade.

Responsible/Accountable to:

Downtown Norfolk Campus Pastor
Trinity Kids Administrator
Downtown Norfolk Trinity Kids Coordinator

Expected Hours:

This role will average up to 10 hours per week including Sundays. Regular office hours will be established with those to whom this role is responsible/accountable.

Additional Hours:

This role will require additional hours seasonally for yearly Special Events as

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communicated by leadership (this will include Christmas Eve and Easter.)

Position Description: Trinity Kids Assistant Coordinator (PA)

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: Basecamp, Microsoft Office Suite or similar cloud-based office software 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

Specific Responsibilities:

- Assisting with weekly Programming
- Assisting in setup/tear down 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
- Praying for volunteers, children, and families
- Maintaining personal relationships with volunteers
- Ensure safety guidelines are followed in all environments

Staff Meeting Requirements:

- All Staff Meeting (once monthly)
- Downtown Norfolk staff meetings as assigned
- Kid's Ministry Team Meeting (once monthly)
- Others as assigned

Minimum Requirements/Critical Skills:

- Clear sense of calling to children's ministry
- Gifted and passionate to work with children
- Developing an understanding of proper curriculum and activities appropriate for young children
- Ability to communicate effectively verbally and in writing

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- Ability to delegate 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 and stoop, climb stairs or access second floor office space via chair lift, and carry and lift objects (up to 35 lbs.).

Preferred Experience and Expectations:

- Minimum of 1 year working with children in this age group.
- Continue in Christ centered spiritual growth and development
- Maintain consistent commitment to prayer and scripture
- Maintain strong spiritual life including marriage and/or family
- Be a member of Trinity Church and 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

Essential Relationships:

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

Support (what Trinity Church provides):

- Hourly compensation and stated benefits
- Non-reimbursed Sunday skips to equal 5 a year
- Continuing education in Children's Ministry
- Personal support from Elder Board, Pastoral staff, and Trinity Kids Administrator
- Children's Ministry M&M prayer partner