



## **Princess Anne Trinity Kids 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 Princess Anne (PA) Trinity Kids Campus Coordinator will ensure an excellent children's ministry for Trinity Kids at the PA Campus. Excellence is achieved by maintaining a safe, organized, Christ centered educational environment for children birth to 5<sup>th</sup> grade.

### **Responsible/Accountable to:**

Princess Anne Campus Pastor and Trinity Kids Administrator

### **Expected Hours:**

This role will average 20 hours a week, including Sundays. Regular office hours will be established with the guidance of the Campus Pastor.

## **Position Description: Trinity Kids Campus 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.)
- Recruit, interview and train volunteers to serve and lead in Trinity Kids
- Operate within budget, shop for materials and maintain inventory responsibly
- Follow proper financial procedures including turning in receipts, filing financial reports, and weekly timesheets
- Special Services: Participate in planning and coordination for joint services such as those for Easter, Christmas and Churchwide Beach services
- Compile and send weekly report with attendance totals to Campus Coordinator and Trinity Kids Administrator

### **Specific Responsibilities:**

- Weekly Programming for childcare during church events requiring care for Sundays and for special events.
- Initiate, grow and maintain personal relationships with volunteers through:
  - Developing an intentional prayer life to pray for your Trinity Kids families, volunteers, co-workers, and church leadership
  - Leading annual volunteer training including safety, curriculum implementation, policies, and procedures, and parent relationships
  - Utilizing Planning Center for scheduling and communicating to volunteers
  - Ensuring new volunteers have submitted an application, been background checked, trained, and properly entered into Planning Center prior to serving
  - Reviewing and selecting curriculum elements to be distributed to volunteers weekly
  - Printing lessons and gathering and organizing all materials volunteers need for Sunday activities
  - Attending Sunday Worship after securing the children's areas 2x a month
  - Maintaining a neat and orderly storage system of equipment and supplies at your campus that is labeled and easy for anyone to locate supplies.
  - Leading the Team on Sundays, ensuring safety and quality

### **Additional Hours:**

- Additional hours above and beyond regular hours that Trinity Kids Campus Coordinators will be compensated for are noted as follows
  - Easter Service – All Staff
  - Easter Egg Hunt
  - Walk with Jesus – All Staff
  - Christmas Service including prep and attendance – All Staff

- VBS – All Staff
- Recognition Activities
- Fall Festival planning and attendance
- Staff Retreat – All Staff
- Movie Night
- Simply Christmas
- Marriage Retreat
- Other events as they arise

**Sunday Responsibilities:**

- Arrive 2 hours pre-service and remain up to 1 hour post service
- Set up Check-in according to handbook
- Help Team Leaders properly equip rooms
- Lead the pre-service Huddle with volunteers 30-40 minutes before service begins
- Greet and talk to parents and children as they arrive
- Ensure safety guidelines are followed in classrooms
- Monitor check-out procedures at the end of service
- Oversee setup and teardown of all Trinity Kids areas
- Ensure rooms are tidy, trash is out, and everything is stored properly before leaving

**Staff:**

- Attend monthly All Staff Meeting and luncheon.
- Attend campus specific staff meeting (as directed by Campus Pastor)
- Attend Trinity Kids Team Meetings (as directed by Trinity Kids Administrator)

**Minimum Requirements/Critical Skills**

- Clear sense of calling to children’s ministry
- Gifted and passionate to work with children
- Thorough understanding of developmental curriculum needs for each age group
- Ability to communicate effectively verbally and in writing
- 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 Education, Experience and Expectations:**

- Bachelor’s degree in education, children’s ministry or related with 2 years of experience working in children’s ministry
- 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 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
- Campus Team
- Trinity Kids Campus Coordinators

### **Support (what Trinity Church provides):**

- Hourly compensation and stated benefits
- Resources as specified (computer, office space, etc.)
- Non-reimbursed Sunday skips to equal 5 a year
- Vacation according to hours worked
- Continuing education in Children's Ministry
- Personal support from Elder Board, Pastoral Staff and Trinity Kids Administrator
- Children's Ministry Deacon
- Children's Ministry M&M prayer partner