



## **Trinity Kids Oceanfront Assistant and Online 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 in 2007, 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 Oceanfront Assistant and Online Coordinator will serve as a part of the Oceanfront (OF) and Central Office (CO) teams to support the OF Trinity Kids Coordinator to ensure an excellent children's ministry environment for Trinity Kids at the Oceanfront (OF) Campus. Additionally, this position will oversee and coordinate all aspects of the Trinity Kids Online Curriculum Hub ensuring an age appropriate, Christ centered educational experience for children birth to 5th grade.

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

Trinity Kids Administrator  
Trinity Kids Coordinator (OF)  
Campus Pastor (OF)

### **Expected Hours:**

This role will average up to 10 hours per week. 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 communicated by leadership (including Summer Emphasis, Christmas Eve and Easter).

## **Position Description: Trinity Kids Assistant & Online Coordinator**

### **Specific Responsibilities:**

#### **Trinity Kids Assistant (OF)**

- 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
- 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

#### **Online Coordinator (ON)**

- Download, organize, and customize Preschool and K-5<sup>th</sup> At Home Activities for the Trinity Kids Online Hub.
- Maintain the Trinity Kids Online Hub.

### **Administrative:**

- Train and become adept at the use of Trinity wide software applications for scheduling, project management and administration. (Included but not limited to: Basecamp, Microsoft Office Suite or similar cloud-based office software, ProPresenter and Planning Center.)
- Operate within budget, shop for materials as needed
- Turn in copies of all receipts and properly file expense reports.
- Assist with volunteer onboarding and training as needed
- Assist the Trinity Kids Team in forming an age and stage curriculum plan that is representative of the direction of the Trinity Kids Ministry and a reflection of Trinity Church vision and values.

### **Staff Meeting Requirements:**

- Campus Staff Meeting (weekly)
- All Staff Meeting (once monthly)
- Kid's Ministry Team Meeting (once monthly)
- Individual Meeting with the Trinity Kids Administrator (As needed)
- 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
- 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 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 Staff (OF)
- Trinity Kids Administrator
- Trinity Kids Campus Coordinators
- Trinity Kids Serving Teams

**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