

Position Title: Children's and Family Ministry Coordinator – Loudoun Campus
FLSA Status: Non-Exempt, Part-time
Supervisory: Yes
Reports to: Restoration Loudoun Campus Pastor

Summary Description

The primary purpose of the position is to bring the kids of Restoration Church into a closer relationship with Jesus Christ by providing fun and faith growing opportunities for kids. This position works under the direction of the Loudoun Campus Pastor to develop, communicate and implement kid's discipleship opportunities.

Responsibilities

Following the direction and guidance of the Loudoun Campus Pastor, this position is responsible for the coordination, development and implementation of faith growing opportunities for kids and students. This position recruits and equips volunteer and volunteer leaders, determines requirements for, and ensures availability of facilities, supplies and equipment to support Sunday Kids' Programming. In addition this position is responsible for future community events.

Creates a sustainable and affordable structure for Sunday Kids' Programming and identifies problem areas and recommends operational policies and practices to the Loudoun Campus Pastor.

Manages the budget for Kid's programming and events at the Loudoun Campus under the guidance of the Loudoun Campus Pastor.

Attends all necessary meetings as directed by the Loudoun Campus Pastor in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Pastor's overall vision and direction of the Kids' Programming.

Qualifications and Aptitudes

BA or equivalent.

Willing spirit and attentiveness to children. Experience with children. Ability to be present on Sunday mornings.

Knowledge of planning, coordination, and execution of lesson planning, business functions, resource allocation, event management and production.

Knowledge of and connection to the Dulles South community.

A broad understanding of Christian principals is essential for purposes of researching and evaluating Sunday morning curriculum, to ensure clarity and strength of United Methodist values.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and taste or smell. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very loud.