

Responsible to: Children's Pastor

Status: Part-time, Hourly

General Position Overview: This person is responsible for helping to recruit volunteers to serve in Children's Ministry birth through sixth grade. This person is responsible to screen, onboard, and schedule volunteers for the Early Childhood and Elementary weekend services. In addition, offer support to Children's team events, planning, and programming for seasonal and family ministry events.

Ministry Responsibilities:

- Work with the Children's Pastor and ministry team to recruit volunteers for Children's Ministry.
- Schedule all weekend volunteers for Early Childhood and Elementary including substitutes as needed.
- Implement new scheduling system using Planning Center for the scheduling of all volunteers.
- Ensure all volunteers have been background checked and all forms are completed, signed, and that references have been checked prior to volunteer serving
- Send weekly serving schedule reminders via Planning Center
- Contact all volunteers to ensure they are informed of training meetings
- Create and process photo nametags for all volunteers and Kid's ministry employees
- Attend Children's Team meetings twice a month
- Attend WACC all staff meetings weekly
- Participate in planning, recruiting, and processing volunteers for seasonal programs and events such as but not limited to VBS.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Exhibit positive attitude toward leadership and the vision/direction being set for the ministry.
- Ability to effectively interact with staff regarding areas of responsibility.
- Embrace a vibrant vision for Children's Ministry consistent with WACC's mission statement.
- Love kids, and grant grace in discipline.
- Work well both independently and collaboratively in a team environment.
- Strong people skills.

Working Church Staff and Volunteer Relationships:

- Keep volunteers abreast of changes, trainings, and show appreciation in tangible ways.
- Report directly to the Children's Pastor.
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor
- Participate in Senior Pastor designated "all-in" church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS) by serving in a ministry outside your own area
- Be informed of and function within the guidelines outlined in WACC's Employee Handbook.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
- This is a 20 hour per week, part-time paid position.

Weekly Work Schedule: This is a 20 hour/week position, six of which are for Sunday programming.