| Job Title: Children's Ministry Coordinator |
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| Leadership Level: Program |
| Supervisor: Discipleship Director and Program Director |
| Position Type: Paid |

**Position Overview**

The Children's Ministry Coordinator will organize, plan and oversee the Children's Programming for Family Camps.

**Responsibilities**

- Provides spiritual leadership to the children who attend kid's camps, family camp and summer staff.
- Models a Christ-like spirit and servanthood in relationships and attitudes towards campers, staff and camp responsibilities.
- Ensures family campers understand what the Children's Ministry is and what their children will be learning and experiencing throughout the week.
- Sets and maintains standards for nursery care and organization.
- Works at connecting parents with kids and providing moments and materials for them to learn and grow together.
- Works with the Discipleship director and Youth Ministries Coordinator in planning the weekly schedule for Bible X for the summer.
- Develops a fun and engaging children's program within the summer theme and program structure. (Fireside, morning chapels, and bible x time.)
- Mentors the Mentorship students who are involved in the children's ministry.
- Trains, equips and oversees the children's ministry team.
- Trouble-shoot any problems pertaining to children's ministry.
- Make any purchases and coordinates any props and preparation necessary for the successful running of the children's ministry.
- Works with kids/youth and worship leader to plan firesides in keeping with the summer theme for the children's program and daily lesson plan
- Attends and participates in summer staff meetings.

- Works with Discipleship Director to plan and lead children's ministry team meetings.
- Keeps communication lines open with Program Team, Children and youth teams throughout the summer.
- Is familiar with Green Bay Bible Camp policies, safety and fire regulations, and uphold the vision and values of Green Bay Bible Camp.

## Qualifications

- Must have been regularly involved in ministry within their local church or Para-church ministry within the last 2 years.
- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude and strong work ethic.
- Must be a minimum of 19 years of age.
- Must love children and have a desire to see them grow in their relationship with God.
- Is creative in designing and implementing exciting activities and events that are agae appropriate.
- Able to work independently as well as be a strong team player.
- Has teaching ability, strong communication skills, and inter-personal skills.
- Must be comfortable speaking in front of people-both adults and children.
- Is comfortable leading activities and events.
- Has strong organizational skills.

## Staff Core Values

- We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.
    - **a)** We will commit to nurturing a personal relationship with the Lord.
    - **b)** We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
    - **c)** We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.
- We value that we are part of a team.
    - **a)** We recognize that God has given each member different gifts and strengths. While each member as specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.
- We value an atmosphere where confidences are kept and there is a mutual respect for one another.
    - **a)** We will value one another's opinions and perspectives even when there might be a disagreement.
    - **b)** We will express ourselves even if one's view differs from that of other staff members and encourage and mike it comfortable for others to do the same.
    - **c)** We will refrain from talking about other staff members behind their backs.
    - **d)** We will respect the confidentiality of information on sensitive issues.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.