

Position Information	
<b>Job title:</b> Kids Church Coordinator (Maitland)	<b>Reports to:</b> Executive Children's Pastor
<b>Team:</b> Children's	<b>One up Manager:</b> N/A
<b>Job Description</b>	<b>Date updated:</b> November, 2023
<b>Key Relationships:</b> <ul style="list-style-type: none"> <li>• Senior Pastor</li> <li>• Children's Executive Pastor</li> <li>• Maitland Campus Pastors</li> <li>• Grainery Kid's volunteers</li> </ul>	<b>Hours per week: 7.6 hours</b>  Tuesday - 5.6 hours (day is negotiable) Sunday - 2 hours

Primary Purpose
<ul style="list-style-type: none"> <li>• Leads the Grainery Kids Maitland Sunday service team.</li> <li>• Assists in administration duties for Grainery Kids Maitland.</li> </ul>

Key Accountabilities
<b>GENERAL:</b> <ul style="list-style-type: none"> <li>• Oversees and leads the Maitland kids church Sunday program.</li> <li>• Ensures child safe policies are strictly adhered to in every area of Grainery Kids Maitland.</li> <li>• Attends Kids leaders staff meetings as required.</li> <li>• Develops a solid understanding of the curriculum and Grainery Kids teaching methods.</li> <li>• Responsible for pack-down and clean-up of Maitland kids church resources and overall general cleanliness a tidiness of the kids' spaces.</li> <li>• Has a solid working knowledge of the parent check-in and out processes. (training provided)</li> <li>• Maintains and manages Grainery Kids Maitland resources.</li> <li>• Sends out communications as requested by the Executive Children's Pastor.</li> <li>• Assists with curriculum lesson preparation as needed.</li> <li>• Assists the Executive Children's Pastor with Maitland volunteer leader's training.</li> <li>• Assists Grainery Children's Pastor in 'Partnering with Parents' events.</li> <li>• Organizes Maitland church family community building social events.</li> <li>• Encourages families to attend combined kids and families events as put on by the Kids team.</li> <li>• Responsible for recruiting new kids church volunteers.</li> <li>• Plans the Maitland volunteer kids roster.</li> <li>• Assists in the monthly decorating and staging of the kids' spaces.</li> <li>• Assists with the organization and planning of Grainery Kids camps and other holiday programs and special events.</li> <li>• Assists with other general tasks as needed.</li> </ul> <b>SUNDAYS:</b> <ul style="list-style-type: none"> <li>• Committed to serving weekly in the Maitland Grainery Kids Sunday service.</li> </ul> <b>SPECIAL EVENTS:</b> <ul style="list-style-type: none"> <li>• Supports the kids team organizing holiday programs and other special events throughout the year. Promotes special events with Maitland families.</li> </ul> <b>SAFETY:</b> <ul style="list-style-type: none"> <li>• Does regular risk assessment checks of the kids' spaces</li> <li>• Has a thorough understanding of Grainery Kids child safe policies and procedures</li> </ul>

## Job Specific Skills, Knowledge & Qualifications, Experience

<b>Skills</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Passion to see young people grown in their faith</li> <li>• Able to effectively communicate with parents and volunteers</li> <li>• Strong interpersonal skills in effectively ministering and supporting others</li> <li>• Ability to work effectively within a team</li> <li>• Creative thinking and problem-solving ability</li> <li>• Strong interpersonal skills in order to develop and manage relationships with internal staff</li> <li>• Strong administration skills</li> <li>• Strong computer skills</li> </ul>
<b>Knowledge &amp; Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Written and computer skills</li> <li>• Good communication skills</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience working or volunteering with children in a ministry setting</li> <li>• Experience in working with children's church curriculum</li> </ul>
<b>Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Experience working in an administrative role</li> <li>• Experience in working with children</li> <li>• Passion for kids and families growing in Christ</li> </ul>

## Staff Expectations

- Relationship and commitment to Jesus Christ.
- Total commitment to The Grainery Church and its vision.
- Be a person of prayer, with strong personal devotional practices.
- Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of The Grainery Church.
- At all times act at a high standard of professional behavior.
- Not act, or be seen to be acting, in conflict with the best interests of the Church.
- Be an active part of whole church events.
- Always strive for clear and reliable communication internally within own ministry, and externally in communicating with all leaders, staff, and other individuals.
- Practice responsible time management.
- Work effectively within teams.
- Strive to complete all weekly tasks, including those extra tasks allocated to you during staff/ ministry specific meetings, and if unable to complete, communication of this is provided to those involved.

- Show respect to all Grainery ministries, always working alongside other ministries towards the greater vision of The Grainery. This includes being respectful of all church resources and room usage.
- Ensure to follow correct administrative and organizational processes, for example working within the church's event calendar, seeking approval for events, rearranging spaces/rooms back to the original state after use.
- Follow and work within all legal procedures and processes, including diligently taking responsibility for any WH&S and Child Protection concerns within your ministry.
- Must have a paid Working with Children's Check
- Must complete the required levels of The Grainery Church online and in person Child Safe training