



THE ORCHARD

Job Title: Children's Ministries Coordinator - Marengo
Part Time (12 hours per week) – Non-Exempt – Ministerial

Reports To: Campus Pastor – Marengo

Purpose: Work alongside the pastoral staff to help welcome families and coordinate weekly ministry in our children's programs (nursery – fifth grade) at The Orchard Marengo.

Responsibilities:

- Organizes Sunday morning Children's Ministries programs which include the coordination of volunteer staffing and acting as the staff point person for volunteers.
- Supports the mission of Children's Ministries by establishing a welcoming environment through warm greetings and follow up with new families.
- Organizes Wednesday evening Awana club which includes the coordination of volunteer staffing and acting as the staff point person for volunteers.
- Oversees the weekly communication, set-up, teacher resourcing, social media, event, and curriculum help for Orchard Kids with administrative support from the Associate Pastor.
- Leads and manages the children's ministry volunteers which includes recruiting, training, scheduling, and encouragement/support.
- Assists with other seasonal children's ministry opportunities as directed by the Campus Pastor
- Other reasonably related duties as assigned by the supervisor.

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Must be available Sunday mornings and Wednesday evenings (hours based on worship service times and Awana programming)
- Able to demonstrate initiative and work independently.
- Detail orientated to provide quality work and complete assigned tasks accurately.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Exercise discretion and good judgment in personal contacts.
- Interpersonal skills with ability to communicate effectively with other staff, families, and volunteers.
- Demonstrate professionalism through appearance, attitude, and loyalty.
- Computer literate to complete necessary tasks within software applications.
- Positive and supportive attitude

Salary Range: \$20 - \$23 per hour based on skills and experience.

To apply for this position, please send your resume along with a cover letter to
employment@theorchard.church