



THE ORCHARD

Job Title: Children's Ministries Coordinator - North Shore
Part Time (24 hours per week) – Non-exempt – Ministerial

Reports To: Pastor of Children's and Student Ministries - North Shore

Purpose: The Children's Ministries Coordinator is a campus-specific position that provides administrative and volunteer support for children in various Children's Ministries programs.

Responsibilities:

- Organizes Sunday morning Children's Ministries programs which include the coordination of volunteer staffing and acting as the staff point person for volunteers.
- Oversee and provide leadership support for the Awana program at The Orchard North Shore.
- Supports the mission of Children's Ministries by establishing a welcoming environment through warm greetings and follow up with new families.
- Responsible for opening, closing, and troubleshooting the parent/child check-in system which includes computer kiosk operation.
- Responsible for ordering and maintaining classroom supplies, ensuring all classrooms have the needed and necessary teaching materials.
- Acts as the staff liaison with volunteers and parents to ensure all classrooms are properly staffed based on child to volunteer ratios.
- Maintains a database of personal history for each child, including allergies, etc.
- Assists with the coordination and teaching of the monthly Orchard Kids Pray First.
- Provides support for additional Children's Ministries events, including volunteer coordination, purchasing and during-event management.
- Performs other related duties as assigned by the Pastor of Children's and Student Ministries
- Must be available on Sundays from 7:30 a.m. – 12:30 p.m. and Tuesdays 4:30 p.m. – 9:00 p.m.

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.
- Three plus years of ministry experience desired.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers.
- Demonstrate professionalism through appearance, attitude, and personal interactions.
- Self-motivated and able to initiate projects and work independently.
- Computer literate in order to complete necessary tasks within software applications.
- Aptitude/Ability to learn new software programs.
- Positive and supportive attitude.
- Must be available on Sundays from 7:30 a.m. – 12:30 p.m. and Tuesdays 4:30 p.m. – 9:00 p.m.

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