

Job Description | Journey Kids Curriculum Coordinator

Job Summary: The Journey Kids Curriculum Director will develop age-appropriate, engaging curriculum for the Early Childhood and Elementary discipleship programs used on Sunday mornings. They will also curate and maintain learning environments that are age and developmentally appropriate. In addition, they will develop engaging and relevant tools and resources for the volunteers, staff, and families to utilize on Sunday mornings.

Core Competencies:

- Leading and developing teams
- Organizational and planning skills
- Attention to detail
- Adaptable and flexible
- Self-Starter
- Strong interpersonal skills and high emotional intelligence.

Qualifications:

- Fulfills the Journey's membership requirements as outlined in the membership covenant
- Fulfills the character qualifications and duties of a Deacon as taught in Scriptures (1 Timothy 3:8-13)
- Bachelor's degree in education, child development, or related degree preferred.
- Faith based curriculum development for Toddler, Preschool, or Elementary age children
- Ability to learn church management software and other digital tools, and have some familiarity with social media.
- Desire to engage current events and children's culture to present a relevant message.
- Proven written and oral skills. High level proofreading abilities; format, grammar, and spelling expertise

Duties & Responsibilities:

- Develop a curriculum that aligns with goals in the Family Discipleship Pathway and Journey Values
- Work collaboratively with Journey Kids Director in planning and leading Sunday morning Journey Kid - This includes Sunday morning work hours, 1 hour prior to service start - 1 hour post service. You will attend one service (unpaid) and work one service (paid).
- Recruit, lead, and host the volunteer prep team who assist with preparing Sunday morning lesson materials
- Purchase supplies for Journey Kids environment and lessons
- Assist in the coordination and implementation of ministry events and activities
- Aid in general communication from the Children's Ministry to parents and leaders
- Manage administrative tasks, such as scheduling volunteers, purchasing supplies and responding to emails
- Attend weekly West County staff meetings and prayer time as requested by the Lead Pastor
- Assist the Journey Kids Director with other tasks as requested

Status: Part-Time, Non-exempt

Hours: 25-29 hours/week

Schedule: Tuesday & Thursday full-day, Monday & Wednesday half-day, Sunday 7am-12pm

Reports to: West County Journey Kids Director

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