



JOB TITLE	Kids Coordinator	Starts:
DEPARTMENT	Family Ministry	Full-time (40 hours)
REPORTS TO	Kids Director	Weekdays/Weekend

POSITION PURPOSE

To help lead, direct, develop and grow the Kids Ministry as we seek to accomplish the mission of White Flag Church:
TRANSFORMING LIVES BY CONNECTING PEOPLE TO JESUS, HIS WORD, AND COMMUNITY

JOB SUMMARY

To serve, help and assist in the spiritual development of White Flag Kids by creating fun, safe and engaging environments where kids are cared for and loved in community and developed spiritually through Biblical truth.

ESSENTIAL RESPONSIBILITIES

1. Department and Team Development
 - Assist and support in the administration and organization of Kids Ministry
 - Assist and support in recruiting, training and equipping Kids Ministry Leaders
 - Assist and support in creating and maintaining new volunteer opportunities within the Kids Ministry
2. Kids Ministry Database
 - Manage database of families and kids for registrations, attendance and new families
 - Create and maintain kids list and supplies for Small Group Leaders
 - Create and maintain volunteer database
 - Manage text and email communication for parents
3. Help coordinate fun and engaging environments to connect families in community
 - Weekly services
 - Outreach events
 - Summer Camps
4. Kids Ministry Services and Events
 - Attend all weekly services, events and camps
 - Manage budget, order and purchase supplies
 - Coordinate registration and payments for camps and events
 - Request and manage facility needs
5. White Flag Staff Member
 - Assist in all churchwide events (Christmas, Easter, Mother’s Day, Father’s Day, etc.)
 - Attend all Starting Points, staff meetings, Family Ministry team meetings, weekly prayer meetings, etc.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

- Experience and general understanding of administrative assistant responsibilities
- Experience and general understanding of Microsoft Office and computer skills

KEY SUCCESS FACTORS AND FIT

- A respected leader – when people hear your name there is a strong, positive, confident reaction that things will be led with excellence
- Strong Biblical knowledge and ability to communicate effectively
- A leader that attracts and develops people of high integrity to be part of their team
- A leader that will pour into team members through coaching, correcting and challenging
- A creative thinker who works hard to further the impact of their ministry
- A leader that has a supportive positive attitude for the leadership of White Flag
- An emotionally stable leader with a healthy and balanced family/home life

VALUES AND COMPETENCIES

Upholds White Flag Church's B.A.S.I.C. Staff Core Values

Bias for Action

- We don't just react we anticipate what needs to happen
- Driven to work hard
- Relentless pursuit of excellence
- Committed to punctuality & sensitive of people's time
- Deliver on commitments

Authenticity

- Keep it Real
- Real feelings are shared
- Speak the truth in love
- Honest evaluation of people & programs

Spiritual Growth

- Small Group involvement
- Joyful tither
- Student of God's Word
- Regular worshiper (weekly attendance)
- Lead with grace
- Personally living out #WFSTRONG

Integrity

- Do the right thing
- A life above reproach
- Trustworthy in public & private
- Honor your commitment to family

Choose Unity

- Love White Flag
- Submit to Elders, Leaders, Supervisors
- Speak positively about WF and her leaders
- Refuse to gossip
- A willingness to confront disunity within your department

Core Competencies:

Instills Trust	Shows Self-Awareness	Manages Ambiguity
Builds Effective Teams	Manages Conflict	Communicates Effectively
Action Oriented	Develops Talent	Ensures Accountability
Practical Insights	Persuades	Collaborates
Drives Vision/Purpose	Self-Development	Optimizes Processes