



**Date Posted:** April 17, 2018

**Closing Date:** May 1, 2018

**Position Title:** Children Campus Coordinator

**Reports To:** Christian Education Director

**Principal Function** To serve the St John Church (SJC) by coordinating and administering an effective ministry to the children of the church.

### **Primary Duties and Responsibilities:**

- Counsel with the church organization leaders in planning, conducting, and evaluating a children's ministry and enlist appropriate children's workers.
- Advise in the use of program materials, equipment, supplies, and space by children's groups in all church program organizations.
- Prepare for and teach the Nursery – 6<sup>th</sup> grade students on Sundays.
- Plan, teach, and lead our Tuesday and/or Wednesday evening Midweek Services for the K5 – 6<sup>th</sup> grade students.
- Promote a relational style of community among the children and assist them in relating to the church as a vital, integral part of the congregation.
- Oversee ministry volunteers who include student, adult and sub-ministry leaders.
- Develop personal relationships with the children and parents.
- Care for the needs of those serving in nursery, preschool and elementary ministries.
- Attend official events of the church.
- Perform other duties as assigned.

### **Skills & Abilities**

- Be personally invested in the church's community
- Embrace a relational and family-based approach to ministry
- Have effective communication skills (verbal, computer, written and presentation)
- Be an independent worker exercising initiative and sound judgment
- Have excellent interpersonal and coaching skills
- Be organized and able to administer and manage short and long-term projects

### **Applicant Requirements:**

- Bachelor's Degree in related area
- 3–5 years of experience