



**POSITION: CURRICULUM & VOLUNTEER COORDINATOR**  
**ACCOUNTABLE TO: DIRECTOR OF CHILDREN'S MINISTRY**  
**NON-EXEMPT FTE .50**

**OUR VISION:** Central Christian Church seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the king.

**Position Summary:** With ministry direction, The **Curriculum & Volunteer Coordinator** will be tasked with coordinating curriculum and assist with enlisting volunteers for Children's Ministry. The **Curriculum & Volunteer Coordinator** will be valuable part of the Children's Ministry Team, who will connect with children, families, and staff, through the shepherding of Gods works.

**Responsibilities/ Essential Task:** The **Curriculum & Volunteer Coordinator**, will perform various task but not limited to the list below.

- Preparing and presenting lessons for each worship service.
- Take part of curriculum prep and gathering props and items to make lessons relevant and interesting for the entire crowd.
- Putting together the digital resources for each week.
- Recruiting a serve team.
- Support the Children's ministry in volunteer recruitment, training, and care.
- Help develop processes, plans, and logistics for Children's ministry.
- Work with youth/children's committees in the promotion, and planning, of activities, coordinating curriculum and events.
- Maintain general calendar and special events calendar for Children's Ministry.
  
- Recording meeting minutes and distribution to the team weekly.
- Ordering supplies and/or supports for the ministry, by submitting appropriate forms or by following policies and procedures set in place.
- Setting up kiosks for events.
- Editing and submission of bulletin and newsletter.
- Maintain records for Wednesday night GAC or other curriculum-based teaching needs.
- Consistently communicate through various forms of technology to address all the families in within the Children's Ministry.
- Assist with ministry events outside of typical office hours.

**SPIRITUAL:**

Has accepted Christ as his/her Savior and will accept the Central Christian Church 8-point statement of faith

**EDUCATION/CERTIFICATION:**

Equivalent experience preferred

**REQUIRED KNOWLEDGE:**

Proficient in Office 365

**EXPERIENCE REQUIRED:**

Working with children and administrative support role

**SKILLS/ABILITIES:**

- Hospitality: Generates a sense of hospitality by their very presence; communicates with a sense of warmth, openness, and approachability; fosters natural connections between members of the church, school, and visitors.
- Interpersonal Skills: Establishes good working relationships with all levels of the organization
- Attention to Detail: Keeps the larger picture in mind while tending to the smallest of details.
- Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; seizes opportunities; sets demanding but achievable objectives for self.
- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent in communication; and responds to situations with constancy and reliability.
- Pragmatic – Must be able to generate sensible, realistic, and practical solutions to problems.
- Risk taking – Willing to take a calculated risk without “betting the farm.”
- Resourceful – Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. A “doer.”
- First Impression – Professional in demeanor, creates favorable first impression – body, language, eye contact, posture.
- Team Player – Reaches out to peers. Overcomes “we – they.” Approachable. Leads peers to do what is best for the organization.
- Conflict Management – Understands natural forces of conflict and acts to prevent or soften them. Effectively works through conflicts to optimize outcome. Does not suppress, ignore, or deny conflicts.
- Drive – Exhibits energy, a strong desire to achieve, and a high dedication level.
- Multi-Task –Oversee several people at the same time. The ability to do several tasks is imperative.
- Self-Motivated –Someone that has an intrinsic motivation to give and do his or her best.
- Technology – Sees culture trends and technology as tools to reach people.
- Relational – The ideal candidate should be able to relate to, connect, and engage with children, teens, and adults from all different backgrounds.

**Ministry Expectations:**

**As a staff member of Central Christian Church, I commit to the following:**

1. Care for my own soul – spiritually, physically, emotionally, and intellectually
2. Care for my own family – spiritually and emotionally
3. Exemplify a godly life in public and private
4. Handle conflict Biblically
5. To repent quickly of any revealed sin
6. Be above reproach in all relationships, protecting against appearance of inappropriate behavior with the opposite sex.
7. Strive to be a humble, servant leader worth following



8. Be loyal to vision and leadership – speaking positively and fiercely protect both peers and eldership but not overlooking or ignoring wrongdoing. (In no way is this intended to contradict accountability. In any circumstance of wrongdoing or inappropriate behavior of any kind, you are to follow the appropriate communication lines as laid out by the form chart and policy manual).
9. To put the best interest of the Church always before mine or my personal ministry
10. Be a multiplier of disciples and leaders – Equipping the saints, who will replace you?
11. Make every effort to establish a “team environment” bringing others into conversations and inviting open dialog
12. To strive to shepherd people with gentleness and love through change, good times, and difficult times
13. Faithfully and compassionately care for people
14. Be a learner with a teachable spirit – actively pressing yourself to learn new things
15. To give my best effort and strive for excellence
16. To be a servant of the Church in the workplace willing to step in when and where necessary
17. To acknowledge communication quickly, even if the answer isn’t known, with an estimate of when you can respond more fully

**Working Conditions:**

Primarily office environment with the ability to engage in the community as required

**Physical Requirements:**

The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

**Direct Reports:**

n/a

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the position of **Curriculum & Volunteer Coordinator**, and I certify that I can perform these functions.

Employee/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_