

INVITATION TO APPLY

ANNOUNCEMENT OF JOB VACANCY

- POSITION:** Children's Volunteer and Nursery Coordinator
- QUALIFICATIONS:**
1. Applicant must have a minimum of a high school diploma. Postsecondary education is preferred.
 2. Experience in children's ministries and working with infants, children, and adult servants is preferred.
 3. Applicant must demonstrate competence building and overseeing teams of adult volunteers who lead the ministry
 4. Applicant must have good interpersonal skills and be team oriented.
 5. Applicant must have a proven record of working well with others.
 6. Applicant must be a person of high integrity, excellent character, and good reputation.
 7. Applicant must be passionate, energetic and enthusiastic about children from newborn to age 12.
- REPORTS TO:** Children's Director
- STARTING DATE:** Ideally February 1st 2019
- EMPLOYMENT TERMS:** Salary range of \$7,500 -9,500 is based upon part-time employment (15 hours per week) and experience of the candidate.
- COMMUNITY REFERENCE:** Sugarloaf United Methodist Church is a contemporary and progressive church with 500+ members in the Gwinnett County area.
- APPLICATION PROCESS:** Individuals who meet the qualifications should submit their resume/credentials via email to Crystal@Sugarloaf.org by **February 15th, 2019.**

Children's Volunteer and Nursery Coordinator

The children's volunteer and nursery coordinator is responsible to oversee the volunteers & nursery workers in children's ministry to ensure we are creating a safe and loving environment. Our goal is to create a foundation that will keep children interested in the things of God and our youth and adults involved in serving the Lord and the church.

Ministry Area/Department	Children (newborns to 12 years of age)
Position	Children's Volunteer and Nursery Coordinator
Accountable To	Children's Director
Ministry Target	Children (newborns to 12 years of age)
Position Is	Paid staff
Position May Be Filled By	Church member or Non-Church Member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Leadership • Shepherd • Administration • Teaching
Talents or Abilities Desired	Good organizational skills • Ability to motivate people • Good communicator • Team Builder • Event Organizer
Best Personality Traits	Outgoing • Compassionate • Personable • Energetic • Dependable • Friendly • Flexible • Self-Starter
Passion For	Influencing and affecting children's lives with the gospel of Christ
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** fifteen hours a week, time off is flexible around ministry schedule. Sunday am 4 hours & Wednesday pm 3 hours are mandatory & VBS 4 hours each night.
2. **Participating in meetings/training:** 45 min to 1 hour monthly

RESPONSIBILITIES/DUTIES

1. Recruiting, training, coordinating and equipping all nursery, preschool and elementary Sunday and Wednesday Volunteers and Greeters, Crew Leaders and Workshop Leaders.
2. Organize, plan & execute quarterly training for adult and youth volunteers.
3. Screening and paperwork must be completed for all children's workers and leaders before placing them in ministry:
 - a. Online back ground check
 - b. "Safe Sanctuaries" policy.
 - c. Drug testing for nursery staff.
4. Create a warm and welcoming volunteer check in with coffee prepared and cleaned up ever Sunday.
5. Discuss complaints/problems with Children's Director immediately.
6. Be involved in some aspect of additional responsibilities during all special events.
7. Email Volunteers ecards on their birthday.
8. Volunteer appreciation monthly thoughtful ideas poster, little candy etc. Work with Children's Director for budget if funds are needed.
9. Attend staff and team meetings. Including special events and staff birthdays etc.
10. Weekly maintenance and data entry for our Planning Center software.
11. Grouping maintenance as needed in our Constant Contact software.
12. Assist Director with My Service U reports for VBS.
13. Supply name tags for all nursery and children's volunteers.
14. New Member / Visitor Forms add to system and copy and give to Terri Strawn.
15. Work with the Director and Resource Coordinator to make sure we have appropriate volunteers coverage for all upcoming classes and events.
16. Keep track service hours for youth or adults and print form letter on request in a timely manner data of hours are found in Planning Center software.
17. Work with Nursery employees on dates and time they are needed. Make sure they have the supplies needed to perform their jobs.
18. Mini lesson plans for 3 & 4 year olds nursery kids for Sunday's services.