

Kid's Club

Mt. Zion Lutheran Church

Introductory Statement

An integral part of the mission of Mt. Zion is our ministry with children and families. We are seeking a person to join our staff as Kid's Club Coordinator. Our congregation strives to connect with elementary age youth in our congregation and greater community and provide opportunities for these kids to grow in faith through our weekly Kid's Club program. The Kid's Club is a group of kids that meets at Mt. Zion on Wednesdays during the school year from 3:30pm until 6:00pm for Bible Study, games and fun. The Kid's Club Coordinator will be responsible for the weekly planning and execution of this program.

Qualifications

The Kid's Club Coordinator must have:

1. a sense of call and a passion for ministry with children and their families
2. experience in identifying, recruiting, equipping, and enlisting volunteers
3. strong leadership and organizational skills
4. experience in working with children of multiple ages
5. ability to work effectively with many different people
6. Personal aptitude for spiritual, emotional, social and physical wellness
7. Attitude of flexibility and adaptability needed to work in a changing environment

Description of Responsibilities

The Kid's Club Coordinator will:

1. Have primary responsibility for planning, organizing, leading and overseeing the Wednesday afternoon Kid's Club ministry.
 - a. This includes publicizing Kid's Club, growing the number of kids who attend and encouraging attendance
 - b. Enlisting and scheduling adult and high school age employees and volunteers
 - c. Planning each event
 - d. Sourcing materials through donations
 - e. Leading each event
 - f. Creating a database with contact and emergency information for each child and getting safety and picture waivers.
 - g. Planning and executing Christmas and End of the Year parties for Kid's Club
2. Attend worship a couple times a year and provide either children's sermon or lead the Kid's Club kids in service participation (ex. Singing or Signing the Lord's Prayer).
3. Attend quarterly meetings of the entire staff when able.
4. Attend regular meetings of the Education Committee when able.

Work Relationships

The Kid's Club Coordinator will:

1. Emphasize and be a part of the team spirit with the staff of Mt. Zion Lutheran Church, and recognize the importance of team work and collegiality.
2. Be a mentor, companion, resource and role model for the congregation's children and their families.

3. Work cooperatively with the Education Committee, Pastor and leaders of Mt. Zion to keep the congregation aware of opportunities and challenges within Kid's Club.

Support and Accountability

You will be supported in your work by all Mt. Zion staff and leadership, and you will be accountable to the Pastor and Education Committee. They will assist you with ideas and suggestions for the purpose of advancing an effective and prospering ministry with children which accomplishes its goals and serves the mission of the congregation.

Employment Information

The employment classification is Kid's Club Coordinator with salaried compensation. The position lasts from September 2015 to May 2016 with the chance for continuation. This position will require about 5-7 hours per week, recognizing that the amount of time each week may vary depending on the season of the year. The position requires regular hours on Wednesday afternoons, occasional Sunday Mornings, in addition to flexibility in hours available for prep, publicity and volunteer coordination.