

# REDEEMER

K A N S A S C I T Y

## REDEEMER KIDS COORDINATOR (Part-Time) JOB DESCRIPTION

**HOURS:** 25 hours per month

- 3 hours per week (Sundays, 7:00am - 10am, 48 weeks of the year) + 13 hours to be doled out throughout the month

**REPORTS TO:** Director of Sunday Schools

### GENERAL DESCRIPTION OF DUTIES

The Redeemer Kids Coordinator is responsible for the running of our kids ministry each Sunday in keeping with its purpose of being Christ Exalting, Child Engaging, Purposefully Creative, and Really Fun. This position will also entail weekday administrative responsibilities to support our Sunday ministry.

This position requires the ability to direct and assist volunteers, administrate processes, assess and respond to immediate needs on Sundays, and be a welcoming presence for our kids ministry. This position requires the kind of personality that sincerely enjoys children and is eager to serve families as they disciple their children.

### PRIMARY RESPONSIBILITIES

#### (1) SUNDAY

- Provide coordination and oversight to our kids ministry each Sunday.
- Prepare Redeemer Kids classes before volunteers arrive.
- Close down Redeemer Kids classes after Sunday service.
- Respond to the questions and concerns of parents that may arise on Sunday mornings.
- Ensure check-in equipment is operational and ready, including iPads and printers.
- Oversee the Sunday check-in process by ensuring it is run efficiently, giving technical support, and providing parents a warm, helpful welcome as they check-in their children.
- Support the Redeemer Kids volunteers by responding to needs as they arise, enabling volunteers to best fulfill their roles in the classroom.
- Ensure any necessary weekly sanitation of Redeemer Kids spaces.

#### (2) ADMINISTRATION

- Print and organize curriculum in classrooms.
- Track curriculum and supply needs.
- Track and report: classroom volunteer/child ratios, room capacities, growth trajectories, and new families to the Director of Sunday Schools.
- Oversee the on-boarding of new Redeemer Kids volunteers.
- Schedule volunteers and train volunteers on how to use the scheduling system.
- Track Ministry Safe Training and Background checks.
- Ensure policies and procedures are being followed and all classrooms are being conducted in a way that is consistent with the goals/vision of Redeemer Kids.
- Print and place nursery attendance sheets, and nursery volunteer list, weekly.
- Verify Redeemer Kids and nursery attendance on Church Center to ensure accurate records.

#### (3) REDEEMER STAFF

- Meet monthly with the Director of Sunday Schools for ministry communication and accountability, and perform any other ministry-related duties as assigned.
- Support and fulfill the mission, vision, core values and goals of Redeemer Kansas City.
- Adhere to the Membership Covenant.
- Fulfill the biblical qualifications of a Deacon.