

m.Kids COORDINATOR

MINISTRY CATEGORY: Part-time Support Staff (25 hours/week)

DIRECT REPORT: m.Kids Director

ROLE SUMMARY:

The role of the m.Kids Coordinator is to assist in overseeing the teams and the processes involved in the children's ministry of Mosaic. This will require a firm grasp of the beliefs, values and strategy of Mosaic Church and the ability to align volunteer staff teams with its mission, vision and values. The m.Kids Coordinator will offer leadership to the m.Kids Teams and will also ensure that the systems, practices and policies of Mosaic Church responsibly and effectively support its ministry activities. The m.Kids Coordinator will be responsible for building relationships with those who attend Mosaic and assimilate new attenders, as well as proactively coaching and encouraging volunteers to create and maintain an environment that children love and learn about Jesus.

The m.Kids Coordinator will be responsible for:

1. TEAM PARTICIPATION

- a. Sunday Services: arrive at least 30 minutes before the first volunteer
- b. Weekly Staff Prayer
- c. Weekly Team Meetings
- d. Church-wide functions such as WIE, Volunteer events, After Party, etc.
- d. Staff retreats, training events, conferences, etc.
- e. Serve as central support for all campuses

2. m.Kids

- a. Volunteer Staff Supervision and Development: Lead, evaluate and mentor Sunday m.Kids volunteer and support staff by identifying their strengths and weaknesses, and assisting in determining ways to increase their effectiveness.
- b. Create and oversee volunteer schedules and oversee onboarding process for new volunteers.

- c. Oversight of m.Kids Sunday experience: Responsible for ensuring that all classroom experiences are executed with excellence and that families and volunteers feel cared for and loved.
- d. Edit curriculum and purchase supplies to create fun and creative learning experiences at age appropriate levels.
- e. Manage m.Kids budget and prepare accounting for financial accounting.
- f. Encourage Parent Engagement: Provide communication and resources for parents to reinforce Sunday's lesson at home.
- g. Baby/Child Dedication: assist in planning and executing this event on Mother's Day and the Sunday following Thanksgiving.
- h. Childcare for ministry events: secure childcare for ministry events at Mosaic as needed
- i. The m.Kids Coordinator should understand that occasionally they may need to travel between our North and Metro campuses on a Sunday morning.

3. CAMP CREATE

- a. Coordinate and organize a team to produce Camp Create including strategic planning, recruiting paid staff & volunteers, materials, scheduling, registration, and communication.
- b. Work with Mosaic staff to establish the appropriate number of weeks, location, times, and operational procedures for camp.

QUALIFICATIONS:

- Maintain a growing relationship with Jesus and pursue a Spirit-filled and Spirit-led life.
- Lead with the character qualifications as taught in the Scriptures.
- Humble- able to receive constructive criticism and work as a team player.
- Hungry- desire to continually improve through education, and passion to see the kingdom of God advanced through the ministry of Mosaic Church.
- Wise- able to make wise decisions as it pertains to your life & ministry.

- Discretion, perseverance, patience, flexibility, sense of humor, team spirit, and genuinely caring.
- Administrative, organizational skills and gifts, builder of strategies and systems, focused on details to achieve excellence.
- Results-focused leadership with persuasive interpersonal skills adaptable to a variety of personalities and situations.

KNOWLEDGE & SKILLS:

- Strong training and coaching skills.
- Entrepreneurial abilities, from big picture strategy to operational details.
- Able to lead volunteer teams, recruit, develop and inspire people, set clear expectations and provide accountability.
- Growing knowledge of MyMosaic or the like

COMPENSATION: