***Children’s Ministry Coordinator***

**Summary:**

The Children’s Ministry at Gateway exists to create a safe space for kids to learn about Jesus. The Children’s Ministry Coordinator facilitates this ministry.

**Salary:**

$770/month

**Time Commitment:**

5-10 Hours per Week

**Essential Duties and Responsibilities:**

* Hear, love, and obey Jesus in your daily life.
* Recruit, train, nurture, and pray for volunteer staff for Children’s ministry.
* Oversee and manage curriculum for the Children’s ministry.
* Schedule Children’s ministry volunteers through the shared Google Doc at least a month in advance so volunteers can have adequate time to plan and prepare.
* Assist and train volunteer staff to teach the approved curriculum and set up a stimulating and safe teaching environment.
* A reasonable number of Sundays can be taken off provided the employee has their responsibilities covered while away.
* Manage background checks, applications, and training for all volunteer staff.
* Manage, store, and maintain teaching supplies.
* Manage budget and purchasing of supplies and equipment for the Children’s ministry.
* Communicate with parents, as needed, regarding curriculum, children’s needs, and safety.
* Maintain accurate student attendance records.
* Prepare an annual report to be delivered to the elder team by December 1st of each year. Report should include information on attendance records, volunteer staffing, curriculum, and budget. The report may also include needs for the upcoming year, areas of success from the previous year, and areas of future growth.

**Experience:**

* Must be a follower of Jesus and someone who has a track record of serving at Gateway Chapel.