

## WEST CAMPUS

# KIDS MINISTRY STAFF

REPORTS TO: West Campus Kids Ministry Director

RELATES CLOSELY WITH: Campus Staff, and Kids Ministry Volunteers

CLASSIFICATION: Part-Time/Hourly (20-25 hours per week)

The West Campus Kids Ministry Staff works in conjunction with the broader Kids Ministry team, and is responsible for supporting the vision, development, and execution of the kids ministry program at their campus. This role includes weekend and evening hours.

### PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word and models a commitment to developing the character of Christ.
- Understands and supports Flatirons vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

### PROFESSIONAL QUALIFICATIONS

- Proven ability to develop, equip, and mobilize volunteers.
- Passionate about kids and their families.
- Experience recruiting, and leading volunteers.
- Superior communication skills, written and verbal.
- Self-motivated, with excellent organizational and time management skills.

### PRIMARY RESPONSIBILITIES

- Support all aspects of the West Campus Kids Ministry experience including but not limited to: room set up/care, leader development, and teaching as necessary.
- Recruits, trains, leads, equips, and motivates volunteers, which includes oversight of volunteer scheduling.
- Builds relationships with volunteers--provides care, support and shows appreciation.
- Oversees volunteer databases to ensure that information is up to date and relevant
- Assists with administrative tasks and needs of the ministry - credit card reports, emails, communication with parents, tracking attendance, etc.
- Contributes and participates in Kids Ministry direction and vision across campuses
- Connects parents with applicable resources as needed.
- Assists with campus wide events (baby dedications, VBS, trunk or treat, etc.) that fall outside normal program hours.