

Position Title: Kids Care Coordinator
Reports To: Children's Pastor

THE ROLE

The goal of the Kids Care Coordinator is to oversee and support Skyline Kids Ministry by managing all Kids Care and Preschool Ministry preparations, staff, and operations. The Kids Care Coordinator reports to the Children's Director.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

The Kids Care Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. The Kids Care Coordinator should represent a growing personal relationship with Christ. The Kids Care Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Kids Care Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

2. Job Responsibilities

- Recruit, train, and support Kids Care staff and maintain team health.
- Oversee classroom setup, breakdown, supplies, and budgeted areas.
- Monitor Kids Care environments and enforce safety and evacuation policies.
- Plan group promotions, maintain staff files, and manage billing.
- Serve as liaison for Children's Leadership Team and multi-site curriculum.
- Communicate with staff through weekly updates and quarterly meetings.
- Participate in creative planning, design signage for allergies/food, and assist with printing needs.
- Provide direction during services, designate leads, and be present on weekends.
- Support and help coordinate special events.



JOB REQUIREMENTS:

1. Expectations:

- To have a strong and growing relationship with Jesus Christ
- To exhibit loyalty to Skyline Church, its leadership and purpose
- To express commitment to the mission, goals and team values of SK Ministry
- To continually develop skills necessary for successful completion of position responsibilities
- To maintain a healthy and growing staff for the Kids Care ministry

3. Qualifications:

- Strong organizational skills
- Ability to communicate effectively both in writing and verbally, with staff and other ministry departments
- Ability to complete tasks in a timely manner, meet deadlines
- Ability to learn computer programs necessary to completion of responsibilities
- Knowledge of payroll systems and a basic understanding of HR processes

3. Desired Qualities (Gifts and Abilities):

- Administration; servant attitude; enthusiasm; flexibility; dependability; team player; communication; commitment to excellence; self-starter

4. Major Tasks and Responsibilities (Include but are not limited to the following):

- Develop all Kids Care Staff and facilitate healthy dynamics within the team.
- Design and implement a leader recruitment and development plan for Kids Care environments.
- Monitor and oversee designated areas of Budget.
- Observe Kids Care environments routinely.
- Serve as a Kids Care liaison to Children's Leadership Team when needed.
- Manage prep for birth - 5th grade for weekend curriculum
- Act as a liaison for multi-sites in regard to content and curriculum
- Prioritize and pursue his/her own relationship with Jesus Christ as a model to the rest of the staff.



5. Provide Direction for Kids Care Leads:

- Connect, support, and inform staff through weekly communication and quarterly meetings.
- Meet regularly with KC leads for training and equipping.
- Oversee the coordination of size and structure of classrooms.
- Plan and complete the promotion of all groups to the next age/grade within Kids Care environments.
- Maintain complete files on each staff person
- Maintain billing of departments for Kids Care services
- Communicate and enforce all safety and evacuation policies
- Maintain a great relationship with other ministries who use Kids Care
- Process KC requests and staff rooms accordingly
- Be available by phone as needed for KC staff communication
- Designate a lead for KC times, be available to fill the role if there is a need
- Be present during weekend services

6. Creative Responsibilities:

- Participate in creative planning meetings for weekend service environments
- Design or have designed signage concerning food and allergies within kids care environments

7. Special Event Support:

- Work all department special events and own certain parts of the event.
- Assist when appropriate for theme/context for special events.
- Work with other directors in preparing leaders for their role at special events

TO APPLY

Please submit resumes to Josh Dreesen via email: jdreesen@skylinechurch.org

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