

# Responsibility Description

## Job Title:

Assistant Children's Coordinator

## Purpose Statement:

To participate in the creation of safe and fun OneChurch.to environments for children to experience a growing relationship with Jesus Christ through partnerships with volunteers and families.

## Reports to:

Children's Coordinator

## Assistant Children's Coordinator Responsibilities:

- Directly manage the deployment of all kids curriculum at all OneChurch.to campuses and midweek environments; ensuring the strategic implementation and consistent improvement of the experience at every campus
- Recruit, train and deploy Onechurch.to Kid volunteers at every campus using OneChurch.to systems, including any and all abuse prevention training such as Plan to Protect
- Assist in developing an increasingly healthy OneChurch.to Kids volunteer culture at all campuses
- Develop and support potential and existing key High Capacity volunteers and roles
- Assist in designing new strategies to create a welcoming environment to new families in every Kids environment.
- Assist in deployment and constant improvement of children's development models that support spiritual growth in both children and their families
- General admin support for OneChurch.to Kids (room booking, vendor management, purchasing, etc)
- Collaboratively plan and implement church-wide events (NextGen Takeovers, Special Seasonal Gatherings [Christmas, Easter, Mother's Day, Father's Day, fall kick-off], Invitational family events)
- Anything else assigned from time to time by the Lead Pastor, Children's Coordinator or NextGen Team Lead

## Weekly Schedule

32 hours per week [Tuesday, Wednesday, Thursday, Saturday, Sunday]