



Job Description

Title: Uptown Kids Volunteer Coordinator

Reports To: Director of Uptown Kids

Workload: Part-Time, Non-exempt, 20 hours / week

Date: January 20, 2023

Contact: cherylanne@uptownchurch.org

Summary

Coordinate volunteers for nursery, Sunday School, and Children's Church, including recruitment, training, and ongoing management, for children ages birth to 5th grade at Uptown Church (UC).

Responsibilities

- Work with the Uptown Kids Director to maintain a steady volunteer base sufficient to the execution of children's ministry and offering care and encouragement to the UC volunteers.
- Work with the Uptown Kids Director to integrate mission, vision, and curriculum into Uptown Kids programming, including the purchasing and distribution of resources and supplies.
- Assist with special events at designated times of year (ex. Easter Egg Hunt) that seek to connect children and families to missional opportunities in their community and neighborhood contexts.
- Maintain Uptown Kids spaces (including supplies, equipment, and classrooms) using best practices for abuse prevention, cleanliness, and general safety.
- Attend bi-monthly staff meetings, Uptown Kids team meetings, and other required meeting and/or planning events, and maintain office hours conducive to the flourishing of the Uptown Kids Ministry Team.
- This position includes work hours on Sundays.

Qualifications

- An evident commitment to the Christian faith, specifically in the gospel of grace, and to serving God through the discipleship of children and families.
- Demonstration of a life of growing faith and repentance, including healthy relationships, work-life balance, and gospel renewal and vibrancy in everyday life.
- Agreement with the theology and mission of UC.
- Bachelor's degree required in education, child development, or a related field.

- At least three years of significant experience managing people, children, and events.
- Collaborative, able to mobilize and motivate.
- Excellent communicator with strong interpersonal skills.
- Able to manage and adapt to challenging people and situations; flexible.