



## **POSITION DESCRIPTION**

- TITLE:** Coordinator of Operations for Young Families & Children's Ministries
- OBJECTIVE:** To coordinate ministry operations and provide support for Children's (infancy to 5th grade) weekly & annual programming, including VBS Coordination
- SCOPE:** This position is in the Young Families and Children's Ministry department within the Congregational Life Division of Lake Avenue Church.
- CLASSIFICATION:** This position is classified as non-exempt.

### **THE QUALIFICATIONS:**

- Committed to growing into Christlikeness and appropriately modeling your faith for children, their families, and volunteers, including but not limited to:
  - Worshiping Christ with passion and perseverance,
  - Modeling and encouraging authentic discipleship within the Lake Ave community and
  - Serving from a place of sacrificial love and compassion
- Ability to equip and empower others to do the work of ministry and a passion for helping lead people into a life of discipleship and growth in Christ.
- Strongly demonstrated interpersonal, administrative, organizational, communication, and time management skills necessary to lead the operations of this ministry.
- Strengths in the areas of communication, both verbal and written, and anticipating the needs of ministry calendar, schedule, and programs.
- Proven team player with skills and capacity to work with and serve people with a wide range of gifts, strengths, personalities, and passions.
- Flexible and teachable spirit, with an eagerness to learn more about ministry.
- Have a heart for the people and ministry of Lake Avenue Church.
- Agreement with the Lake Avenue Church Statement of Faith

### **GENERAL DUTIES & RESPONSIBILITIES:**

*Include but are not limited to:*

- Be people-oriented, exhibiting genuine care for others - especially young families and children.
- Exhibit a 'can do' attitude - Ability to maintain productive and positive communication with other staff members, supervisors, community partners, and individuals you come in contact with, when receiving daily tasks, taking on an area of

responsibility, handling projects, and/or negotiating the challenges often associated with each of these items.

- Be a proactive self-starter - adopting a creative approach to completing and solving assignments. This may include researching or learning a new way of accomplishing the task, but doing so with self- motivation.
- Have the ability to ‘shift gears’ several times throughout the day, handling a variety of details, still maintaining focus and diligence toward task completion.
- Adherence to all internal processes and policies, which is an integral part of the performance expectations associated with every staff position.
- Attend and participate in staff functions and meetings, as requested.
- Assist supervisor with other tasks as assigned.

### **SPECIFIC MINISTRY RESPONSIBILITIES:**

#### **Weekly & Annual Ministry Operations**

- Update and maintain curriculum binders for Children’s Ministries (infancy through Club 45)
  - Assist director and staff in updating detailed classroom policies and instructional procedures, including current child to volunteer ratios for program binders
  - Populate binders with current monthly volunteer schedules
  - Populate binders with rosters of volunteers and represented children/families
- Oversee classroom supplies, ministry materials & snacks in partnership with Ministry coordinators
  - *Classroom bins*
    - Look ahead at the curriculum to decide what supplies are needed in partnership with ministry coordinators
    - Gather all supplies and prepare them for Sunday morning
    - Deliver and retrieve supplies to/from classrooms on Sundays.
  - *Supply orders*
    - Coordinate routine supply orders
    - Communicate with Ministry Coordinators about needed supplies; partner with Director with adherence to ministry budget when making orders
- Facilitate and maintain the LAC Check-In System
  - Help with administrative tasks related to the check-in system
  - Retrieve relevant ministry rosters and weekly attendance
- Sunday Host
  - Assign volunteers to first service & 2<sup>nd</sup> hour classrooms using Planning Center and assist on Sunday mornings
  - Take attendance

- Provide supplies and lesson guidance to volunteers
- Greet and assist families
- Rotate with other ministry volunteer assistants at the check in
- Partner with Director in providing oversight to classrooms on Sunday morning rounds
- **Printing and Communication needs**
  - Work with Director, and Ministry Coordinators to communicate information to families (such as Newsletters, social media, etc).
  - Determine and communicate print needs for the weekend, special events, and seasonal calendars
- **Special Ministry Events**
  - Coordinate and joins with the Young Families and Children's ministries team to facilitate and host events for children and families.
- **Volunteer Processing and Training Support**
  - Handle onboarding of new volunteers and keeps up to date records of legal requirements (including fingerprints, mandated reporter training, etc.)
  - Assist Director in organizing volunteer trainings and materials

### **VBS Specific Responsibilities**

The VBS leader plays a key role in directing and leading Lake Avenue Church's (LAC) outreach program for children and their families. The responsibilities include, but are not limited to:

- Organization and administration of VBS
- Recruit volunteers in partnership with the Family Ministries staff
- Represent VBS to LAC as a whole
- Develop a budget with the help of the Director and Associate Pastor
- In consultation with the Children's and NextGen Ministries (Family Ministries) staff, plan the VBS time (time of day, program schedule, volunteer schedules, etc.)
- Plan the VBS space with COVID-19 Safety protocols in place; determine what indoor/outdoor spaces of the church will be used and for what
- Demonstrate a concern for child safety by completing the volunteer ministry information form and returning it when asked, and by observing the guidelines for volunteers and caregivers
- Create the volunteer team leaders and hold them accountable to the values of Family Ministries and the objectives of VBS. These teams may include the following: drama, music, ambiance, food, teachers, recreation, publicity, registration, safety, etc.
- In consultation with the Family Ministries staff, select a VBS program and order the materials
- Hold volunteer staff meetings to communicate VBS mission and goals.
- Distribute curriculum materials and job descriptions; explain logistics, the schedule, procedures and traffic flow
- Train the volunteer staff in how to invite children to accept Jesus in an age-appropriate way
- Conduct regular VBS staff meetings; pastor volunteers as needed and able

- Forge partnerships to involve kids from the neighborhood (i.e. LAC partnerships with Door of Hope, Stars, etc.)

**RELATIONSHIPS:**

Reports to: Interim Director of Care to Young Families and Children’s Ministries  
 Works with: Ministry Coordinators, Caregivers, MOPS leadership, LAC Staff, children, families and volunteers  
 A part of: Congregational Life Department

**HOURS:** 30 hours per week. Includes Sunday hours (5), weekend hours, and evening hours as needed and scheduled; increased hours to support activities in the summer months (e.g. camps, VBS, etc.).

**SUBMISSION & APPROVAL:**

Submitted by – Christy Cooper Interim Director of Care to Young Families and Children’s Ministries	Date
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Reviewed by - Dr. Nicholas Barrett Associate Pastor of Congregational Life	Date
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Approved by – Dr. Mathew P. John, Sr. Pastor	Date
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Approved by – Tiffany Reynoso, Executive Director of Church Operations	Date
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**ACCEPTED BY:**

[Employee Name]	Date
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**RECEIVED BY:**

Steven Escobosa, People Operations Manager	Date
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