

OPCM POSITION DESCRIPTION

TITLE: KidsClub Coordinator
START DATE: Immediate
STATUS: Part-Time (10 hours)

POSITION DESCRIPTION:

The KidsClub Coordinator is the person primarily responsible for the implementation of the KidsClub Programs at OPCM during midweek bible studies and classes (Monday Ministry classes, Wednesday morning Bible Studies, Friday morning prayer, and other special events), along with KidsClub for staff children (Tuesdays and Fridays, weekly). This involves a variety of areas, including but not limited to: programming and recruiting, training, scheduling and supervising staff to care for children birth through 5th grade.

WORKING RELATIONSHIPS:

The KidsClub Coordinator reports directly to the Adventureland Administrative Coordinator and indirectly to the Adventureland Director and the Campus Pastor, partnering with the rest of the staff and ministry leaders with regard to the many aspects of OPCM ministry.

CHARACTER:

Demonstrate the qualities of a follower of Jesus Christ: Loving God and loving others, exhibiting a desire to live in relationship with those within the church and without.

QUALIFICATIONS:

1. *Requirements:* First and foremost to keep kids and care givers safe and to share the love of God. Affirmation of the vision and direction OPCM.
2. *Characteristics:* Exhibits a servant's spirit and Christian character in the areas of integrity, dependability and perseverance. Projects a winsome personality, an effective communicator, a self-starter, proactive and energetic. Enjoys being a team player as well as a team-builder.
3. *Competencies/Skills:* Detail orientated, resourceful, organized, tech-savvy, multi-tasker in administrative and program tasks with excellence, creativity, timeliness and joyfulness.
4. *Culture:* Unquestionably "at home" in the typical OPCM work environment: contemporary, vision-driven, high-capacity, multi-tasking, team orientated and casual. Completely comfortable with OPCM's Mission and Vision Statements as well as our Key Characteristics and Outward Emphases.
5. *Commitment:* Willing to keep a flexible schedule as needed.

RESPONSIBILITIES

PROGRAMMING

- Oversee implementation of the KidsClub program, appropriate for age and situation (large group, activities, crafts, etc)
- Maintain organization and supply levels for all necessary crafts and snacks
- Utilize ProPresenter for technology needs (videos, video clips, music, etc.)

FACILITY

- Responsible for facility readiness in preparation for children/parent arrival
- Communicate with workers prior to children/parent arrival, so everyone knows what rooms and equipment will be used during each shift
- Oversee cleaning and reorganizing/resetting of the rooms according to the Reset Checklists found in each room

WORKERS

- Recruit, train, schedule and supervise KidsClub workers according to ratio and program needs
- Receive and maintain worker forms, applications and background checks prior to worker's first shift
- Record hours and submit spreadsheet to Novi monthly
- Organize large yearly training for all workers, as well as smaller trainings as needed
- Update KidsClub Handbook as needed, reviewing at least once per year
- Utilize Planning Center to organize, schedule and communicate with workers

MISCELLANEOUS

- Inventory of all Adventureland snack, craft, medical, and cleaning supplies, completing a monthly Inventory Checklist and updating the weekly shopping list as needed
- Complete incident reports and notifications to the Adventureland Administrative Coordinator and/or Adventureland Director if an incident occurs
- Responsible for child registration forms and check-in procedures
- Collect, track, and submit deposit of family registration funds
- Follow all Adventureland Ministry policies and procedures and supervise that all workers do so as well
- Be present and available for anything that comes up (monitor room ratios, serious behavior management, incident reported issues, parent questions/concerns, etc.)
- Be a familiar face of stability for the children, volunteers, and parents.
- Utilize Planning Center to create and track KidsClub Registrations for all classes and events