

# Children's Coordinator

## JOB DESCRIPTION



### OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire a talented Children's Coordinator to provide administrative and Sunday support to the Children's Ministry.

### ROLE SUMMARY

The Children's Coordinator is responsible for the administrative support to the Children's Ministry, especially in regards to Sundays. In addition to administrative needs, this role will support the Children's Ministry with other special projects and events as needed and as directed by the Children's Pastor.

### QUALIFICATIONS

- Love for Jesus and His Church
- Love for ministry in an urban context and for San Francisco
- Agreement with the statement of faith and theology of Reality SF
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13
- An understanding and appreciation of the Bible, Biblical theology, and historic Christian traditions

### SPECIFIC DUTIES & RESPONSIBILITIES

- Scheduling
  - Coordinates and schedules volunteers via Planning Center Services
  - Addresses volunteer questions and needs
- Inventory & Supplies
  - Manages and maintains inventory supplies
  - Including but not limited to: cleaning supplies, snacks, & individual classroom needs (Nursery, Preschool, & Elementary)
- Sunday Services
  - Serves to support the Children's Ministry on Sundays as a staff presence to volunteers and other staff
  - Support volunteer teams (Welcome, Nursery, Preschool or Elementary) by tending to specific needs as directed by the Children's Pastor or Children's Director

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- Serves as lead teacher in Nursery or Preschool as needed for Bible teaching time and in songs, models for volunteers ways to engage children with scripture and in worship and prayer at early childhood
- Special Events
  - Provides support or leads coordination in a project manager role for special events
  - Including, but not limited to: midweek programs, seasonal holidays (i.e. Holy Week, Easter, Harvest Festival), evening programs, Parent Workshops, Vacation Bible School, etc.

## **KNOWLEDGE AND SKILLS**

- Education background in Early Childhood Development, and/or experience working in Children's Ministry
- Highly communicative
- Leads projects with autonomy
- Organization and attention to detail
- Project Management and Administration, including proficiency with web tools such as Basecamp and Planning Center Online, Canva

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## Status

Part-time

## Reports to

Children's Pastor

## Salary Range

\$25-30k annually DOE

## Benefits

Medical

Dental

Life Insurance

Paid Leave

## Works with

Children's Pastor

Children's Director

Other staff ministry leaders & pastors (as needed)