



Position: Kings Kids (Children's Ministry) Dream Team Coordinator

FLSA Status: Part Time, Exempt. Estimated 20 Hours/Week

Reports to: King's Kids Ministry Director

VISION STATEMENT:

Reaching people. Building lives.

CHURCH VALUES:

Excellence, Life-Giving, Kingdom-Minded, Leadership, Generosity, Spiritual Family, Biblical, Generational

POSITION OVERVIEW:

The King's Kids Dream Team Coordinator will support the spiritual growth of the children entrusted to Church of the King. The primary way that this will be accomplished is through utilizing your people skills and administrative talents to recruit, train, disciple, encourage and schedule King's Kids volunteers (King's Kids Dream Team) for weekend church services and special programs. By supporting and building a team of committed, motivated, and fulfilled volunteers you will help ensure a consistently excellent ministry where children develop a lifelong relationship with Jesus. The "win" for this position is a spiritual family of fulfilled volunteers who help ensure that children are engaged in a vibrant and lifelong journey with Jesus.

ESSENTIAL DUTIES / RESPONSIBILITIES:

- Support, through words and actions, the Vision of Church of the King.
- Provide vision and direction to all aspects of King's Kids curriculum.
- Be the most visible and engaging member of the King's Kids team. You will be a positive and winsome presence who takes a lead role in creating a ministry environment where people want to serve.
- Ensure that all King's Kids Dream Team roles are populated for every service, every weekend.
- Regularly engage with people, inviting them to prayerfully consider serving on the King's Kids Dream Team.
- Respond promptly and thoroughly to all connections created through the monthly COTK Dream Team class. Move all King's Kids Dream Team candidates promptly through our Planning Center workflow process.
- Ensure that all King's Kids Dream Team members are properly spiritually developed, trained, and supported to perform their assigned ministry role.
- Ensure that all King's Kids Dream Team members have passed all required background checks and have successfully completed all requisite training. You are the primary



gatekeeper to ensure that all ministry-specific serving criteria have been met/completed before a volunteer serves on the King's Kids Dream Team.

- Regularly thank and celebrate our King's Kids Dream Team members.
- Collaborate with all King's Kids Coaches, ensuring on an ongoing basis that the classroom volunteer ratios are appropriate and healthy.
- Either directly or through an assigned volunteer, confirm that every classroom has an adequate number of Dream Team members in place before the start of every service. If the required number of Dream Team members are not in place, collaborate with your supervisor to make appropriate adjustments. We are never to have less than two adults in every classroom when children are present.
- Consistently invest in, and minister to, the King's Kids Dream Team through prayer and team-building events. Regularly assess volunteer capacity and "health", and bring to your direct supervisor any concerns, needs or opportunities.
- Regularly meet with King's Kids Dream Team Members to assess and support their spiritual health. This is essential for them to effectively minister to others.
- Ensure that the requisite number of King's Kids Dream Team members are enlisted and in place for other ministry events (Christmas Eve, Easter, VBS, etc.).
- With your supervisor, develop a work schedule that includes regular participation in the Saturday and Sunday King's Kids worship experience.
- Participate in other COTK meetings & projects as assigned by your supervisor.
- Live a life of service to the Church of the King staff and church members.
- Consistently live, foster, and support the Church of the King culture and help others do the same by way of leadership example and equipping those entrusted to your leadership.
- Maintain a vital and growing relationship with Christ through Bible study, prayer, worship, retreats, etc.
- Live a life of integrity and purity.
- Consistently support an environment of fun and family
- Other duties as assigned. Together, we help one another succeed.

OTHER REQUIREMENTS:

- A mature Spirit-filled Christian.
- Flexibility (you can go with the flow).
- You are (or become) adept in use of Planning Center. This will be your primary Dream Team scheduling and tracking tool.
- Highly relational (you love people and have a pastoral and shepherding heart).
- Ability to create teams and recruit and retain team members.
- Strong communication skills.
- Sound judgment and decision-making ability.
- You take the initiative when something needs to get done.



- Creativity.
- You are a problem-solver (and a problem preventer).
- Technologically adept.
- Organized.
- Able to develop effective systems and structures.

PROFESSIONAL / WORK EXPERIENCE REQUIRED:

- 3+ years of direct experience in connection or a related ministry role.

EDUCATION REQUIREMENTS:

- There are no specific education requirements for this role.

PHYSICAL DEMAND REQUIREMENTS:

- Able to physically perform the duties outlined above.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. Contents are subject to change at management's discretion. If you are in agreement with this job description, please sign and date below.*

Signature

Date

Printed Name