

Olivet Baptist Church

Children's Ministry Coordinator



Rate: \$20.20 – \$22.70 per hour

Time: Permanent Part-Time

(15 hours/week October 1-May 31; 20 hours/week June 1-September 30)

Description:

Children's ministry is vital to the health of our congregation and community life in our neighborhood. The Olivet Children's Ministry Coordinator (CMC) oversees and implements all that is required for the running of the Olivet Kids **Sunday Morning** program for children from infancy through Grade 5. This position also oversees the Olivet summer programs and special outreach/other event programs for children and families throughout the year.

This person will report to the Lead Pastor.

Duties and Responsibilities

- Initiate and organize Sunday morning children's programming (0-12 years old) throughout the year.
- Select, order and ensure appropriate curriculum in consultation with staff and volunteers.
- Recruit and organize volunteers and schedules
- Ensure child safety practices are up to date and in place (Plan to Protect®)
- Initiate and champion children's ministry beyond Sunday morning (e.g. Faith@Home, Outreach events, and/or support for church-wide initiatives, hire & supervise Summer Children's Coordinator – including applying for Canada Summer Jobs Grant)
- Troubleshoot on Sunday mornings
- Help develop/coordinate future children's programming
- Attend weekly staff meeting
- Work within Olivet Kids budget
- Adhere to main principles, vision and mission of Olivet Baptist Church and Olivet Kids Ministry
- Work with Pastoral and Youth staff to vision and implement integration of the different ministries at Olivet, including ways to support and equip parents.

Qualifications

- Committed Christian that loves to work with children and families.
- Early childhood and/or grade school age training.
- Team player with good people skills.

- Excellent verbal and written communication skills.
- Ability to multi-task and have good organizational skills.
- Valid certification in standard (2 day) first aid with special training in children's first aid and CPR. *(This training can be obtained during the 3 months probationary period)*
- Employment is conditional upon a clear criminal record check and child safety screening.

Apply by fax, email or drop off resume with cover letter and three references by to:

Olivet Baptist Church
Children's Ministry Coordinator Position
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