

Living Stones Church
Children's Ministry Serve Team and Pre-K Coordinator
Reports to: Children's Pastor
Type of Position: Permanent Part-Time (24 hours)

Purpose/Summary: The main purpose of the Children's Ministry Volunteer and Pre-K Coordinator is to recruit, orient, train and oversee the volunteer Serve Team, in cooperation with the Children's Pastor. The Coordinator should have a heart for recruiting and discipling volunteers in our church, as well as a passion to see the children and leaders walking with Jesus.

Key Responsibilities:

- Recruiting, scheduling and ongoing mobilization of volunteers in the Children's programs
- Editing Age 3/4 curriculum
- Communication with Pre-K families re. programming
- Leading training for Pre-K and helping with Elementary Equip events
- Assisting with events and leading one-two per year (eg Church Picnic, Westerner BBQ, HomeFront Night, Serve Team events)
- Sundays will be workdays (orienting serve team, helping with leading, storytelling and classes as needed)
- Other responsibilities related to Children's Ministry, as needed

Qualifications:

- Spiritually mature Christian
- Loves Jesus and children
- Highly motivated and has confidence and skill to lead adults and children
- Enjoys working with and contributing to a team and is flexible, but also can work independently and perform duties with minimal direction and supervision
- Has a positive attitude and a willingness to serve
- Ability to anticipate needs, be highly organized, pay attention to detail, multi-task and be a good time manager
- Loving and positive interpersonal and communication skills
- Proficient use of Office, Publisher, Word, Excel, PowerPoint or Pro-Presenter and Outlook
- Must provide a clean criminal record check

Please submit your resume and cover letter to Pastor Brenda Boyce via email at BrendaB@livingstones.ab.ca