

Job Description

GraceKids Coordinator

The GraceKids Coordinator position:

- Coordinate volunteers, curriculum, and resources for Sunday morning kids ministry at Grace Sacramento and special events.
- Liaise with Grace Sacramento staff and elders to implement kids discipleship plans

The Co-Pastors and Session will provide guidance to the GraceKids Coordinator and collaborate in casting vision. The GraceKids Coordinator reports directly to the Co-Pastors and works in concert with the office manager/admin. Policies and procedures are reviewed and approved by the Session.

Responsibilities:

To be done by GraceKids Coordinator:

1. Choose/create kids discipleship curriculum in concert with pastors/GraceKids elder
2. Weekly administrative preparation to provide copies, supplies, and materials for Sunday classrooms
3. Coordinate GraceKids facilities use to accommodate age-stage needs
4. Recruit and schedule GraceKids Sunday volunteers
5. Coordinate and run monthly GraceKids check-in meeting (Zoom or in-person)
6. Attend monthly staff training (weekly staff meeting will be optional)
7. Develop safety protocols for volunteer recruitment and child check-in

Desired Qualifications:

- Administrative and interpersonal gifts
- 1-2 years of experience coordinating childcare/ Sunday school / youth programming
- Internet communication and computer skills are necessary, including a willingness to learn and master the Planning Center software package. (Learn more at <https://www.planningcenter.com/>)
- Preference will be given to candidates who are members of Grace Sacramento, but regular attenders are encouraged to apply.

Hiring Details:

A GraceKids Coordinator hire shall begin with a 6-month preliminary employment period designed for training and acclimation.

Training shall include:

- Scheduled instruction and shadowing of the Elder over GraceKids (interim coordinator)
- Further Planning Center instruction upon request
- Attending several workflow conversations with larger office staff

Working Team:

- GraceKids Coordinator will be supervised by the Co-Pastors.
- GraceKids Coordinator will be expected to report at the church in person for a monthly staff training.
- Regular in-person work on campus may be necessary, but will not be required.
- Much of the work can be done remotely.

Schedule:

- It has been assumed that the GraceKids Coordinator scope of work can be completed in an average of approximately 5 hours per week.
- Work hours can be completed at the GraceKids Coordinator's convenience, but must be a consistent weekly time slot to facilitate Sunday programming.
- GraceKids Coordinator will be paid hourly and will be responsible to report if work is consistently more or less than the allotted 5 hours.
- Grace Sacramento is growing and we anticipate that hours and responsibilities of the GraceKids coordinator have the potential to increase.

Compensation: GraceKids Coordinator will be paid \$20/hr during the preliminary employment period (first 6 months after training) after which the position and employee will be re-evaluated. If permanent employment is offered at that time it will include a 10-20% raise.