

## Montgomery Community Church Position Description

<b>Title:</b>	Kids Volunteer Coordinator & Administrator
<b>Classification:</b>	Regular Full-Time, Exempt
<b>Benefits:</b>	As indicated in the Employee Handbook
<b>Purpose:</b>	The primary purpose of this position is to equip volunteers for MCC Kids and ensure they are fully trained, scheduled, and familiar with classroom expectations. This role involves timely communication with volunteers regarding weekly classroom coverage for regular worship services, special services (such as holidays), and seasonal events. Additionally, it includes managing ongoing administrative tasks related to MCC Kids.

### **Responsibilities:**

#### **A. Administrator**

- 1) Enter MCC Kids attendance on our Attendance document weekly.
- 2) Enter first-time guests into Realm/update Kid's Groups.
- 3) Create and manage registrations for all MCC kids events (**example: Kid's Choir, Preteen Retreat, Child Dedications, Passed Thru Fire, Daughters of the King, VBS**).
- 4) Enter all room reservations for MCC Kids ministry events in eSpace, including weekly programming for kids.
- 5) Enter all events in our Master Calendar every quarter for MCC Kids.
- 6) Deposit all checks and cash given to you for events, online registrations, and scholarships.

#### **B. Volunteer Coordinator**

- 1) Recruit, train, schedule, and oversee volunteers for MCC Kids.
- 2) Encourage/care for volunteers alongside Kid's Pastor.
- 3) Conduct background checks and ensure proper training for volunteers.
- 4) Provide weekly communication with assigned volunteers to ensure coverage for upcoming Sunday worship services and special events.
- 5) Manage our volunteer records in Planning Center/update their qualifications and information (**example: background checks and Safety training completion**).

### **Financial Management:**

- 1) In the spirit of stewardship, manage labor and spending within approved budgeted parameters and monitor regularly.
- 2) Understand and operate within church policies and processes regarding all church financial transactions.

**Other:**

- 1) Value and develop strong/positive relationships via teams composed of church staff, ministry partners, parents, and volunteers. Foster high levels of cooperation and effectively work in team environments with quality relationships and respect for each member's giftedness and unique abilities.
- 2) Support and operate ministry in alignment with the church's overall mission, vision, values, and strategies.
- 3) Plan and execute seasonal events/programs within a team setting.
- 4) Other duties as assigned.

**Performance Expectations:**

- 1) Proficiently staff volunteer teams for Sundays and seasonal events.
- 2) Manages administrative tasks in a timely manner.
- 3) Develop strong/positive relationships with volunteers and families alongside the Kid's Team.

**Qualifications:**

- 1) Minimum requirement of an Associate' Degree or comparable direct work experience.
- 2) Demonstrated leadership within Kid's Ministry.

**Skills:**

- 1) Strong organizational and time management skills to handle multiple tasks and deadlines.
- 2) Excellent communication and interpersonal skills to interact effectively with parents, volunteers, and church staff.
- 3) Ability to lead and motivate teams of volunteers.
- 4) Proficiency in basic computer programs for data management and communication.

**Spiritual Gifts:**

- 1) Service
- 2) Administration

**Reports to:** Kid's Pastor