

Kids and Kids Jr. Assistant Director

August 2024

POSITION SUMMARY

The Kids and Kids Jr. Coordinator works under the supervision of the Kids Jr. and Kids Directors as they assist and coordinate age-appropriate ministry that drives understanding of our mission to help people follow Jesus for the joy of Thomasville and the nations for birth through 5th grade children and their families. They will coordinate and organize volunteers, curriculum, and resources to help meet the weekly needs of Sunday and Wednesday services, as well as special events. They should operate with the goal of helping children take their first steps of faith.

PRIMARY RESPONSIBILITIES

- Assist Kids Jr and Kids Directors with managing volunteers for weekly services and special events
- Work with Kids and Kids Jr. Directors to assist in development and implementation of strategies to serve families
- Help create safe, fun environments in which children learn about Jesus
- Coordinate social media and communication strategies for Kids Jr. and Kids services, projects, and special events
- Follow up with new kids and families as they visit FBC and look to take their next steps
- Purchase supplies and maintain resource areas for the Kids and Kids Jr ministries
- Maintain current records and contact information for Kids and volunteers
- Prepare and distribute Life Group Curriculum quarterly to Life Group leaders
- Prepare materials for Mid-Week Kids small group leader activities
- Assist in managing registrations for Kids events, camps, and classes
- Serve on a Sunday teaching rotation with Kids Jr. and Kids Directors
- Assist Kids Jr. and Kids Directors in Mid-Week Services
- Assist Kids Jr. and Kids Directors in various duties for Kids and Family Ministry events, programs, classes
- Perform all other duties assigned by the Discipleship Pastor with an eager and gracious spirit

PERSONAL COMMITMENTS

- Seek the mind of Christ and guidance of the Holy Spirit in all things
- Be a person of integrity in your family, church, and community
- Demonstrate high energy, maturity, and leadership with the ability to effectively manage role-specific strategies and tactics, organization, culture, and vision
- Fulfill all expectations of Thomasville First Baptist members with a joyful and grateful attitude
- Act as an implementer who thrives on creating and managing a variety of key initiatives concurrently
- Demonstrate a kind and loving spirit to all
- Maintain a personal, thriving relationship with the Lord through Bible study, prayer, and accountability
- Strive to have a healthy work/life balance, prioritizing family
- Express self-motivation with a positive, professional approach to work and co-workers
- Serve and support the mission of Christ through Thomasville First Baptist while collaborating with other church leaders to carry out the church's strategic vision

CORE VALUES

Christ-Centeredness | Excellence | Trust | Respect | Communication & Collaboration | Accountability