



BURNT HICKORY Baptist Church

Position Description

Position Title: Childhood Associate/4th & 5th Grade Coordinator

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| Reports to: | Childhood Ministries Pastor or Director |
| Position: | Typically, 15-20 hours per week/Part-time, hourly position. Flexibility required. Typical schedule: Sun/Mon/Wed: 9am-1pm Wed: 5:30-8pm |
| Objective: | Serve as a member of the Childhood Ministries team for the development of a cohesive ministry that works successfully to partner and equip families. |

Age Level Responsibilities:

1. Recruit, schedule, train, develop and care for volunteers on teams in an elementary grouping. (Currently 26 volunteers serving in 10-12 classes on Sunday and 28 volunteers serving in 8-10 classes on Wednesday Night. In addition, coordinates 45 volunteers serving in 15 classes during VBX.)
2. Manage class assignments, rolls, rosters, contacts, etc. for 2nd-3rd or 4th-5th grades regular offerings. Ensure data is correct and accurate for volunteers/group participants and ensure adherence to Ministry Platform policy and procedures.
3. Works closely with the Childhood Pastor or Director to ensure cohesive ministry relationships and operations.
4. Assist the Childhood Pastor or Director as a recruitment coordinator for BHBC Kids offerings, initiatives, programming, events, etc.
5. Provide leadership and administrative support to the Outreach/Follow-Up efforts of BHBC Kids.
6. Assist in the planning and execution of age-level special events and activities.
7. Ensure that the Resource Rooms are organized and stocked with necessary supplies and materials.
8. Assist the BHBC Kids Assistant Pastor by attending Solid Rock After-School Clubs at local elementary schools and coordinating the administrative activities of the clubs.
9. Work earnestly with the Childhood Ministries Pastor or Director and BHBC Kids leadership toward global efforts and all events coordinated by Childhood Ministries such as: leader training, age-level and community events, retreats, summer camps, Kids Night In, VBX, Faith Path, Children Choirs, outreach efforts, etc.
10. Lead Special Projects and serve on special committees as requested by the Childhood Pastor or Director.
11. Other duties as assigned by the Childhood Pastor or Director.

Qualifications and Education Requirements

Incumbent must enthusiastically support and embrace the vision for Childhood Ministries. The incumbent should have an overflowing relationship with Jesus Christ and possess a servant's heart for service. A thorough knowledge of Childhood Ministry practices and applicable education is desired. Must be willing to adjust schedule and adapt to changing needs of the ministry. Must have experience (or demonstrated ability) using a membership database, Microsoft Office, and outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player. *Position may be required to attend conferences, workshops and/or other enrichment activities. Position will annually submit for approval: ministry key initiatives, an age-level Ministry Action Plan, and proposed schedule.*