



JOB DESCRIPTION:

WELL KIDS COORDINATOR

Job Classification: Part-Time (20 hours/week), exempt

Compensation: TBD (Based on Experience)

SUMMARY:

Located on the East side of Austin, The Well is a diverse, urban church family committed to making much of Jesus by reproducing disciples who impact the world for the glory of God. We are currently seeking an experienced *part-time* Well Kids Coordinator who will provide administrative and organizational support for the Well Kids Ministry. This individual possesses the gift of administration, has experience working with families, children, and volunteers in a growing church context, values and protects diversity, and displays excellent interpersonal skills to build quality relationships within a team. This role requires a strong work ethic, attention to detail, a proactive and anticipatory nature, and a call specifically to children/family ministry.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. The Well Kids mission and vision align with the vision of The Well, specifically helping equip parents and children to exalt Jesus, be and reproduce disciples, and send and be sent into the world for the glory of God.
2. The Well Kid's Director is supported in the realm of all administrative and operational duties of the ministry.
3. Serving teams are filled with approved, reliable, and passionate Teammates.
4. Lay leaders fully own 'key aspects' of Well Kids through their empowerment to do the work of the ministry. (Eph. 4:11-12)
5. Children are coming to faith and getting baptized.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Provide practical administrative support including, but not limited to, printing, purchasing supplies, reconciling expense reports, and maintaining inventory lists and volunteer, family, and child profiles within the church management platform.
2. Run point on ensuring each 'environment' within the Well Kids Ministry is fully sourced with all that is needed in order for Volunteers to provide a safe, fun, and formative experience for the children (i.e., lesson supply bins, monitors, radios, etc.)
3. Support a Sunday morning serving team or teams as directed by Well Kids Director (i.e., Large Group/Worship Team, etc.)
4. Help certain processes of onboarding of new volunteers. This includes vetting submitted serving applications, running background checks, completing sexual abuse awareness training, successful hand-off to serving team Coordinator, etc.
5. Help manage Well Kids accounts and subscriptions,
6. Develop and maintain and ensure supplies are in stock at all times for ministry.
7. Partner with the Well Kids Director to maintain a strategy for reaching and integrating new children and families.
8. Partner with the Well Kids Director to empower volunteers to plan and oversee special events such as Child Dedication, Easter, and various events.
9. Help with the overall volunteer recruiting strategies and onboarding so that all teams are filled with passionate and equipped leaders.
10. Model incarnational leadership by serving during one Gathering and worshiping during another Gathering.
11. Attend and participate in all staff meetings, events, and trainings.
12. Create an environment that upholds the Team Covenant and encourages camaraderie among teammates.
13. Seek and be open to feedback to identify areas of opportunity and proactively take steps to improve in those areas.
14. Lead out in emotional, spiritual, mental and physical health in all areas of ministry.
15. Fulfill other duties as assigned by the Ministry Manager.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:

1. Above all, has a personal affection for Jesus that is growing, sincere, and contagious.
2. Believes deeply in the mission of God, the mission of the Church, and the mission and vision of The Well.
3. Has a sincere love for ALL people far from God and a deep desire to see them enter into the Family of God.
4. 2+ years of experience working with families within the context of a growing and vibrant church.
5. Experience working with or overseeing volunteer teams.
6. Minimum of 2 years experience working with children.



7. Demonstrated ability to understand and relate to children and their families with a passion to see familial growth in their faith.
8. Proven ability to be organized, detail-oriented, and administratively gifted.
9. Ability to disciple individuals within the church, thereby reproducing leaders who in turn will make disciples.
10. A clear call to children/family ministry.

Updated August 2023