



Job Title: Trailhead Discipleship Coordinator

Summary: Coordinate age appropriate discipleship of children through curriculum and staff for all *Trailhead* (infant to kinder) events, providing opportunity for children to grow as followers of Jesus who experience his love through holistic and varied learning style activities.

Job Requirements:

- Love for children and a desire to see them grow in their faith.
- Church membership, which includes commitment to V7's vision and mission.
- Desire to grow in personal faith through faithful attendance in Sunday morning worship.
- *Employment Application & Teacher Commitment Form.*
- Interview with Discipleship Pastor and Children's Discipleship Director (CDD).
- Education credentials and experience demonstrating the ability to support and nurture the holistic development of children birth through age six.
- Adherence to policies and procedures outlined in the *Children's Ministry Handbook.*
- Desire to be a contributing member of the *Children's Ministry Team*, praying regularly for the other members of the team, those ministering to children, and the children themselves.
- Commitment to excellence demonstrated by adequate preparation, organization, punctuality, creativity, and solid time management skills.
- A teachable spirit exemplified by participation in teacher training as offered.

Reports to: Children's Discipleship Director (CDD)

Relates closely with: Children's Ministry Team, Trailhead staff and volunteers, ministry leaders, custodial staff.

Responsibilities:

- Report to/meet regularly with CDD about *Trailhead's* cohesiveness with rest of ministry.
- Coordinate and supervise all *Trailhead* ministry needs (*Sundays, Pioneer Clubs, MOPS, Women's Bible Study, and church-wide events*), developing and maintaining doctrinally sound programs in a welcoming, child-friendly, and safe environment.
- Paid Staff Supervision
 - Assist CDD in the interview, hiring, and training of *Trailhead* paid childcare staff.
 - Monitor staff scheduling, coordinating time sheets with the financial secretary.
 - Ensure staff are properly trained (including 1st Aid/CPR certified and Ministry Safe).
 - Supervise staff cleaning of toys, equipment, and laundry.
 - Event Staffing
 - Provide ministry leaders a nursery reservation procedure to determine the number of children and their ages.
 - Staff *Trailhead* with adequate staff for all church-functions requiring childcare, also handling reservations for special church-wide events.

- Volunteer Recruitment
 - Assist the CDD in promoting *Trailhead's* ministry in creative ways.
 - Recruit and coordinate volunteers from within the church membership.
 - Maintain appropriate adult/child ratios; prepared to teach/assist should a need arise.
 - Maintain volunteer reminder system.
- Work with the CDD to clearly and regularly support, communicate, and equip *Trailhead* staff and volunteers the policies and procedures outlined in the *Children's Ministry Handbook*, meeting regularly with staff for encouragement, prayer, mentoring and feedback.
- Administrative
 - Keep and maintain regular office hours.
 - Purchase and prep all *Trailhead* equipment and supplies (including snacks), reporting inventory needs to CDD for approval/ordering within the CM budget.
 - Maintain and organize curriculum files and supply areas.
 - Create rosters for all programs, recording attendance statistics - for space, staffing, supply needs, church office records, and appropriate mailings to families.
 - Use computerized check in system to maintain this information.
 - Take attendance and send reports.
 - Create and maintain Sunday school nametags.
 - Maintain the pager system.
 - Coordinate facility cleaning and equipment failure/replacement with custodial staff.
 - Provide custodial staff with room set-up at least one week in advance of any event.
- Work with the *Children's Ministry Team* to plan and implement family special events, conferences and summer programs (e.g., parenting/marriage conferences, VBS, etc.).
 - VBS responsibilities
 - Work alongside the *VBS Coordinator* to ensure cohesiveness of ministry.
 - Decorate *Trailhead*, assisting with other decorating as time allows.
 - Assist with *Trailhead* prep work for VBS materials.
 - Act as superintendent for the 2-3yr olds.
 - Take *Trailhead* attendance for nursery through kindergarten.
 - Coordinate snacks and buy any additional snacks/supplies needed for VBS.

Evaluation: The CDD evaluates this position annually. A written report is prepared of this evaluation and signed by the *Trailhead Program Coordinator* and the CDD. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Time Required: 40-45 hours per week