



Job Title: Base Camp Discipleship Coordinator

Summary: Coordinate age appropriate discipleship of children through curriculum and staff for all *Base Camp* (1st to 5th grade) events (e.g., Sundays, midweek, summer), providing opportunity for children to grow as followers of Jesus who experience his love through holistic and varied learning style activities.

Also assists Next Gen Discipleship Pastor (NGDP) in equipping volunteers with the materials needed to disciple children, including ensuring that the children are in a secure and loving environment conducive for them to learn about God's love for them

Schedule includes working Sunday mornings through Thursday, including Wednesday nights, possibly Sunday nights, with some flexibility in the work schedule. Finally, this job will require work with summer interns to run a comprehensive summer program from May to July.

Reports to: Next Gen Discipleship Pastor (NGDP)

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

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.
- Education credentials and experience demonstrating the ability to support and nurture the holistic development of elementary-aged children.
- 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, 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.
- Computerized check-in system experience (or at least shows ability to learn it quickly).
- Skills in Microsoft Outlook, Word, PowerPoint and Excel experience preferred.
- Experience working with events and programs providing logistics coordination, database management and experience working with multiple teams
- Experience interfacing with communications, facilities and business operations.



Responsibilities:

- Meet regularly with NGDP about *Base Camp*'s cohesiveness with rest of ministry.
- Coordinate and supervise all *Base Camp* ministry needs (*Sundays, Base Camp-WedPM, and church-wide events*), developing and maintaining doctrinally sound programs in a welcoming, child-friendly, and safe environment.
- Volunteer Recruitment
 - Assist the NGDP in promoting *Base Camp*'s ministry in creative ways.
 - Recruit and coordinate volunteers from within the church membership.
 - Maintain appropriate adult/child ratios; prepared to teach should a need arise.
 - Maintain volunteer reminder system.
- Work with the NGDP to clearly and regularly support, communicate, and equip *Base Camp* volunteers the policies and procedures outlined in the *CM Handbook*, meeting regularly with them for encouragement, prayer, mentoring and feedback.
- Administrative
 - Keep and maintain regular office hours.
 - Purchase and prep all *Base Camp* equipment and supplies (including snacks), reporting inventory needs to NGDP 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.
 - Coordinate facility cleaning and equipment replacement with custodial staff.
 - Provide custodial staff with room set-up 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.).

Education: B.A. preferred, but not required; equivalent work experience may be substituted.

Evaluation: The NGDP evaluates this position annually. A written report is prepared of this evaluation and signed by the *Base Camp Discipleship Coordinator* and the NGDP. 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

Salary and Benefits: See budget