

# Waypoint Church

## Job Description

<b>Job Title:</b>	WayKids Coordinator, Warrenton
<b>Department:</b>	Children's Ministry
<b>Reports To:</b>	Campus Pastor
<b>FLSA Status:</b>	Non-Exempt, Part-Time

### SUMMARY

The WayKids Coordinator at a campus plant is a member of the Waypoint Ministry Staff. The Coordinator will be responsible for providing leadership and oversight for the spiritual formation of children ages birth through 5<sup>th</sup> grade at the campus plant. The Coordinator will partner closely with the WayKids central services team to align Sunday morning WayKids ministry and special events with the policies, mission, and vision of Waypoint Church. The Coordinator will provide leadership to volunteers to maintain gospel-centered discipleship opportunities for children and their families.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Ministry

- Oversee the weekly set-up and organization of spaces and supplies intended for children's ministry use.
- Maintain WayKids policies and procedures to ensure a safe and welcoming environment for all guests, children, families, and volunteers.
- Recruit, onboard, train, and provide continued support for the volunteer team in alignment with WayKids policies.
- Manage volunteer serving schedules.
- Implement the provided WayKids curriculum for Sunday morning ministry for children birth through 5<sup>th</sup> grade.
- Order, prepare, and transport curriculum supplies for campus use.
- Lead or coordinate baptism classes for children along with follow-up interviews.
- Use approved platforms for communication to volunteers and families and for record-keeping (attendance, giving, baptisms, sign-ups, etc.).
- Build intentional relationships with children and their families.
- Monitor budget and steward resources in alignment with annual ministry goals.
- Participate in regular meetings with Warrenton staff and WayKids central services team.

#### General Expectations

- Align with organizational vision, goals, values, and policies.
- Represent staff values well to staff, volunteers, parents, and the church.
- Work well with others and within a team.
- Attend all staff meetings, retreats, and conferences as directed.
- Maintain flexible working hours as determined by the needs of the ministry.
- Begin and end projects within reasonable timeframe.
- Proficient with current technology and communication tools.

## **PERSONAL QUALIFICATIONS**

### **Character Traits**

- Passion for Christ, the gospel, and the local church
- Evidence of continued spiritual growth
- Participation in the life of the church
- High integrity and strong work ethic
- A teachable and enthusiastic learner
- Self-directed team player
- Maintains confidentiality

### **Gifts, Skills, and Talents**

- Gifted leader
- Creative and innovative
- Good listener
- Service-oriented
- Administrative
- Strong oral and written communication skills
- Ability to organize multiple projects
- Ability to discern needs and respond appropriately
- Maintains composure under pressure

## **EXPERIENCE**

- Faithful service within children's ministry
- Track record of success in developing and leading volunteers and teams

## **EDUCATION**

- Bachelor's degree in a related field is preferred.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, moderate lifting (50 pounds), good hearing, voice control, and good vision. The noise level and the work environment are usually moderate.