



Job Title: MercyKids Campus Coordinator

Reports to: Campus Pastor (primary)/ Kids Director (secondary)

Position Status: Part-Time (20-30 hrs/week)

**Full-time employment possible depending on applicant's experience and proficiencies (if FT, role would include additional responsibilities than what's listed below)

Job Summary

MercyKids exists to partner with families to raise the next generation of disciples who love God, love others, and love our world.

The MercyKids Campus Coordinator (MCC) of Mercy Providence Rd (MPR) helps Mercy accomplish its mission by partnering with families with children (from birth-5th grade) who attend Mercy to raise this next generation of disciples. The MCC will be a key leader who anticipates and solves problems proactively to ensure that Mercy maintains a safe environment for children. This role and other assigned responsibilities will be accomplished in the following categories: Weekend Gathering, Volunteer Leadership, Special Events, and Parent Partnership

Qualifications

- We are excited to have a person that joyfully embraces our vision as a church and desires to carry that vision out in the lives of children.
- We are looking for a team player with a mature faith, a creative and enthusiastic attitude, and prior experience in education and/or children's ministry. 2 years of relevant experience (volunteer or professional) required.
- We are looking for someone that has good communication skills as well as strong administrative, organizational, and time management skills.
- The ideal applicant will be a leader that relates well to both kids and adults and is able to bring life and excitement to our MercyKids ministry.

Responsibilities

1. MercyKids Weekend Gathering

The Campus Coordinator will lead the execution of MercyKids environments during weekend services, which includes:

- Scheduling and communicating with volunteers to teach and disciple kids from 6 months - 5th grade
- Building culture among team that reflects Mercy Church's core values
- Working with MercyKids team to ensure all materials are appropriately prepared
- Facilitating connection with first-time and existing families who attend the worship

gathering

2. Volunteer Leadership

The Campus Coordinator, alongside the Campus Pastor and Campus Staff, will shepherd and develop MercyKids volunteers, which includes:

- Recruiting and onboarding new volunteers (training, connecting, etc.)
- Scheduling volunteers for serving to ensure safe volunteer to child ratios in each classroom
- Management during actual events/gatherings (troubleshooting, support, encouragement, correction, etc)
- Cultivating a culture of discipleship (encouraging team members to take their next step and into further assimilation in Mercy Church)

3. Special Events

As a key leader in the MercyKids ministry, the Campus Coordinator will play a role in planning and executing campus-specific events related to Mercy Families as well as church-wide events, which includes:

- Parent Commissioning (2x/year)
- Promotion Sunday
- Parenting Equipping Event/Conference (1-2x/year)
- Easter Event
- Vacation Bible School (VBS)
- 2-3 Family Events (Amazing Race, Movie Night, Worship Night, etc.)

Additionally, the Campus Coordinator may assist Campus Staff and the Operations Director in organizing childcare during churchwide events.

4. Parent Partnership

Because MercyKids exists to partner with parents in raising the next generation of disciples, the Campus Coordinator will play a key role in shepherding parents to be the primary disciple-makers in their homes, which includes:

- Cultivating healthy and appropriate relationships with parents so as to come alongside them as co-laborers in the disciple-making process
- Producing and disseminating tools for discipleship (monthly newsletter, posted on Kids site, printed materials, etc.)

**Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.