



Job Description

Position: Bellevue Early Childhood and AWANA Coordinator
Reports to: Kids Ministry Director
Type of Position: Part-Time: 25 hours/week, Non-Exempt

Overview:

The Bellevue Early Childhood and AWANA Coordinator will advance the mission and vision of Spring Lake Church through the weekend Early Childhood Ministry and midweek AWANA program at the Bellevue Campus.

Bellevue Early Childhood Responsibilities:

- Recruit, equip, train, schedule, and lead Nursery and Preschool volunteers for weekend services at the Bellevue Campus.
- Prepare curriculum, supplies, and ministry spaces for Nursery and Preschool classrooms.
- Ensure Nursery and Preschool environments are safe, welcoming, clean, and ready to serve children and families each weekend.
- Provide care, encouragement, and support to Nursery and Preschool volunteers.
- Communicate with parents and volunteers as needed to support the health of Early Childhood ministry.
- Assist with Early Childhood needs for major Kids Ministry events, including but not limited to Kids Kamp.

Bellevue AWANA Responsibilities:

- Communicate weekly with leaders and parents regarding schedules, activities, and important updates.
- Recruit, train, encourage, and support AWANA volunteers.
- Oversee volunteer schedules, coordinate substitutes, and maintain adequate staffing.
- Arrive early to prepare ministry spaces and oversee the flow of the evening's program.
- Provide leaders with the resources, materials, and support they need to be successful.
- Build positive relationships with families, answer questions, and encourage feedback to continually improve the ministry.

General Ministry Leadership

- Actively participate in Kids Ministry staff meetings, planning conversations, and campus team rhythms as requested.
- Collaborate with the Kids Ministry Director and Bellevue Campus staff to support the overall health of Kids Ministry at the Bellevue Campus.
- Advocate for the needs of children, families, and volunteers in appropriate ministry conversations.
- Help create a healthy, welcoming, and family-friendly culture within Bellevue Kids Ministry.
- Build strong relationships with families, volunteers, and staff.
- Care for, encourage, and support volunteers and fellow staff members.
- Assist with Kids Ministry events, projects, and initiatives as assigned.

Requirements:

- Vibrant and healthy spiritual life with a heart to see the next generation come to a thriving faith in Jesus.
- Member or willing to become a member of Spring Lake Church.
- Two years' experience working with children and/or families.
- Strong organizational, communication, and leadership skills.
- Ability to recruit, equip, enourage and retain volunteers.
- Comfortable using or willing to learn Planning Center Online (PCO).