**OTCC Children’s Ministries Coordinator – (Toddler thru Sixth Grade)**

Classification: Part Time (Internship welcomed, Compensation Set by Church Council, Time Span is now thru end of Calendar Year with option to renew)

Reports to: Lead Pastor

Works with: Education and Growth Ministry Team, Existing children’s teachers, and other volunteers

Description: The Lead for Children’s Ministries is responsible for developing and leading children’s ministries to provide/coordinate instruction and leadership for the children’s ministries of Olde Towne Community Church.

Spiritual Criteria:

* Profess Jesus Christ as Lord and Savior.
* Commitment to personal spiritual growth via lifelong learning.
* Possesses an active prayer and devotional life.
* If applicable, maintains a vibrant relationship with spouse and children.
* Models standards and expectations of leaders within Olde Towne Community Church.
* Must attend Olde Towne Community Church.

Responsibilities:

* Build a team-based, active ministry leadership culture.
* Develop a culture that promotes and provides love and Bible-based instruction for children and their parents.
* Partner with parents via resourcing and encouragement.
* Develop and implement an outreach and assimilation strategy for children.
* Develop and implement a volunteer recruitment process within student ministries.
* Partner with the Lead Pastor and Lead of Education Ministry Team to cultivate a teaching plan.
* Create an environment where children experience joy, acceptance, and learning.

Recommendations/Requirements:

* Bachelor’s degree preferred, Associate degree accepted with experience
* Highly organized; flexible; able to multi-task
* Must agree to a background check
* 2 years experience in ministry or church vocational work
* Proficient in Microsoft Word, Excel, and PowerPoint
* Supply at least 2 professional references
* Experience in organizing projects and events