



Position Profile

Mt. Juliet CP Kids Ministry Coordinator
Reports To: Mt. Juliet Campus Kids Director

Purpose

Work with the Mt. Juliet Kids Director to meet the goals of Cross Point Kids by supporting the kids' ministry at the local campus level. The role of the Kids Ministry Coordinator is to support and advance the objectives of Cross Point Kids through strong administrative support, environment prep and implementing tools that equip and support the volunteer team.

Skills and Abilities

- Heart for kids and families
- Personable, detail oriented, self-starter
- Strong abilities in administrative tasks, time management, organizational skills, and verbal and written communication.
- Ability to use computer programs like Ministry Platform, Planning Center and Microsoft Excel as needed

Responsibilities

- Recruiting and Developing leaders in Cross Point Kids
 - Administrative support including Attendance Tracking (update count sheet and count doc), Volunteer Doc, New Volunteer Onboarding tracking, scheduling Facebook/Instagram posts, Curriculum distribution, Ministry Platform weekly input, First Time Family communication)
 - Attend Mt. Juliet Staff meetings & additional meetings as needed
 - Attend Cross Point Kids Team/Next Gen meetings in Nashville
- Assist with:
- Volunteer appreciation execution
 - Environment reset and upkeep (rooms, lobby, check in, new volunteer orientation supplies, Pro Presenter loaded, etc.)
 - Weekly curriculum prep & purchasing - oversee volunteers owning that)
 - Events, promotion, and special Sunday setup and execution support (Big Gross Adventure, Child Dedication, Sunday Funday, etc.)
 - Overseeing Sunday morning, holiday services and childcare at events (setting up, checking on rooms, technology and volunteers)

As a team member of Cross Point Church it is understood that the employee will be required to work all services on any holiday weekend, Christmas Eve services and any other events as required by leadership.