



Position Profile

Title: **Mt. Juliet Kids Coordinator**

Reports To: Mt. Juliet 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 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 & 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 such as Ministry Platform, Planning Center, Slack and Google Workspace as needed.

Primary Responsibilities:

- Recruiting and developing leaders in Cross Point Kids
- Administrative tasks including attendance tracking (update count sheet and count doc, volunteer doc, new volunteer onboarding tracking, curriculum distribution, Ministry Platform weekly input, first time family communication)
- Provide direct oversight to either preschool or elementary-aged areas of campus ministry.
- Schedule volunteers for either preschool or elementary-aged areas of campus ministry.
- Attend Campus and Cross Point Kids Team/Next Gen meetings.

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 (Super Awesome Summer, Child Dedication, Sunday Funday, etc.)
- Overseeing Sunday morning, holiday services, and childcare at events (setting up, checking on rooms, technology, and volunteers)

Education/Experience Requirements:

- Bachelor's degree preferred

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 required by leadership.

