



Position Profile

Title: **Franklin Kids Ministry Coordinator**

Reports To: Franklin Kids Director

Direct Reports: N/A

Purpose:

Work with the Franklin 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 leadership, administrative support, environment prep and implementing tools that equip, support and grow 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 and Microsoft Excel as needed

Primary Responsibilities:

- Recruiting, Onboarding, Scheduling, and Developing leaders in Cross Point Kids
- Administrative support including Attendance Tracking (update Count Sheet and Count Doc, Volunteer Doc, New Volunteer Onboarding process & tracking, scheduling Facebook posts, Curriculum distribution, Ministry Platform weekly input, First Time Family communication)
- Volunteer communication & appreciation execution. Partner with Director to shepherd and care for the volunteer team
- Environment reset and upkeep (rooms, lobby, check-in, new volunteer orientation supplies, ProPresenter loaded, etc.)
- Weekly curriculum prep & purchasing - build and oversee volunteer team to take ownership
- Assist with events, promotion, and special Sunday setup and execution support (Super Awesome Summer, Child Dedication, Sunday Funday, etc.)
- Assist in overseeing Sunday morning, holiday services and childcare at events (setting up, checking on rooms, technology and volunteers)
- Attend Franklin staff meetings & additional meetings as needed
- Attend Cross Point Kids Team/Next Gen meetings and Cross Point All-Staff meetings

Education/Experience Requirements:

- Bachelor's degree preferred or proven leadership experience.

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.