

Kids Ministry Volunteer Coordinator – Chambersburg Campus

Grand Point Church (GPC) in Chambersburg, PA, is seeking a part-time Kids Ministry Volunteer Coordinator. This staff member assists in activities related to the operation of the Kids Ministry for the Chambersburg Campus but also supports the Kids Ministry across all GPC campuses.

Grand Point Church is a growing church with three established campuses. We have more than 20 full-time staff and over 770 volunteers serving in various ministry capacities guided by our four values: We value God's truth more than our opinions; we value God's people more than our programs; we value God's plan more than our plans; and we value God's mission more than our comfort.

Job Description

The Kids Ministry Volunteer Coordinator for the Chambersburg Campus will be responsible for the following:

- 1. Volunteer Coordination and Communication:** Coordinate volunteer staffing for Kids Ministry classes and small groups, including the following:
 - Assist in maintaining accurate monthly volunteer schedules
 - Email reminders weekly to volunteers
 - Provide information/photos to the Administrative Assistant for ID nametag production
 - Coordinate volunteers and supervise welcome desk procedures as needed
- 2. Database Support:** Maintain accurate student records in Church Community Builder (The Hub) to include the following responsibilities:
 - Assist with maintaining family records in The Hub
 - Prepare attendance reports as needed
 - Conduct regular maintenance of database to provide accurate reports and rosters
 - Regularly collect and update household contact information
 - Make monthly or seasonal theme changes to kiosk backgrounds
 - Create and maintain a KidsPoint parent group in The Hub
- 3. Curriculum:** Assist in assuring curriculum is up to date and prepared for each classroom or small group to include printing necessary materials.
- 4. Volunteer Training:** Assist preparing volunteer staff in their duties to include the following:
 - Assist with planning and conducting volunteer training and workshops
- 5. Volunteer and Family Care:** Relay any needs of the volunteer staff and Kids Ministry families to the Director of Kids Ministry for pastoral care.
- 6. Budget and Supplies:** Monitor and maintain the Kids Ministry budget for the

Chambersburg Campus. Order any needed props and supplies for the classrooms, small groups, and programs for the Chambersburg Campus Kids Ministry.

7. **Classroom Maintenance and Teacher Support:** Maintain the functioning of the classrooms and materials needed for volunteer teachers, including the following responsibilities:
 - Keep inventory of resource room supplies, including craft materials, snacks, and paper products and replenish as needed
 - Monitor AV equipment and communicate items that need repaired or replaced
 - Maintain classroom environments, i.e., replace batteries in toys and equipment, remove broken items, report needed repairs, note needed upgrades to furnishings and equipment, monitor cleanliness of linens, smocks and aprons for nursery and preschool classes

8. **Team Collaboration:** Each member of the GPC staff will work as a team to accomplish the mission of Grand Point Church. This may include duties outside the normal realm of their position but are imperative to the fulfillment of our objectives as a whole.