

POSITION DESCRIPTION

America's Keswick
601 Route 530
Whiting, NJ 08759

Children's Ministry Coordinator

I. INTRODUCTION

Mission: America's Keswick is a multi-generational, cross-cultural ministry where biblical teaching and worship lead to a deeper relationship with Jesus Christ, resulting in a transformed life. We serve people with excellence through addiction recovery, conferences, events, retreats and outreach.

Purpose: The purpose of America's Keswick is to model and teach biblical victorious living in Christ Jesus, to provide an environment in which biblical life transformation takes place and to foster active personal involvement in the local church.

Department Purpose: The purpose of the Program Ministries Department of America's Keswick is to provide instruction, refreshment, relaxation and a prayer emphasis for families and individuals of all ages, in order to create an environment where God can speak to hearts and transform lives.

Position Purpose: The Children's Ministry Coordinator is a position of leadership and responsibility. The Children's Ministry Coordinator provides oversight for all aspects of Children's Ministry.

II. ESSENTIAL COMPONENTS

- A. The one holding this position must be a mature Christian, able to effectively lead and demonstrate Christ-likeness. It is imperative that this person conduct himself at all times in such a manner as to uphold a solid testimony in harmony with traditional, conservative, evangelical values. He must adhere to the doctrinal statement of America's Keswick and seek to live the principles of God's Word. It is understood that failure to maintain a high standard of personal testimony will be grounds for dismissal.
- B. Educationally, the Children's Ministry Coordinator must have as a minimum a Bachelor's degree in education or related field.
- C. Experientially, the Children's Ministry Coordinator should have a minimum of one year working with children, and exhibit a passion and enthusiasm for children. This includes a commitment to help them in their pursuit of biblical knowledge and a desire to lead them to establish or deepen a personal relationship with Jesus Christ.

III. DUTIES AND RESPONSIBILITIES

- A. Provides Children's Ministry program for the summer conference season, including AR Reunion Weekend, Memorial Day & Labor Day Weekends, and all 5 Victory Weeks

- B. Provides training for Children's Ministry Summer Staff prior to the beginning of the program.
- C. Maintains all registration forms and other relevant information for each student enrolled in the program. (Such records are to be held for seven years.)
- D. Maintains and revises, as necessary, the Children's Ministry Handbook.
- E. Works in partnership with the Director of Programming to either select an appropriate, commercially available curriculum or develop one designed for our use.
- F. Supervises the decoration of the Children's Ministry area(s) to correspond with the particular curriculum being used during a conference. Maintains sufficient supplies for all aspects of the Children's Ministry program including, craft items, game and recreational supplies, nursery supplies (diapers, wipes, gloves, sanitizing items) and snacks.

IV. REPORTING RELATIONSHIPS

The Children's Ministry Coordinator reports to the Director of Programming.

V. HOURS

This is a full-time seasonal position requiring a minimum of 30 hours per week. The position requires some evenings and weekends and requires flexibility in meeting the needs of the program. (A detailed schedule of required hours accompanies this document).