

## **Water Street Ministries' Job Description**

### *Children's Ministry Coordinator*

**Summary:** The Children's Ministry Coordinator will mentor, model and train staff and volunteers to maximize spiritual & emotional growth. They will involve guests (parents and children) in experiences to promote the learning of healthy life-skills.

**FLSA:** Full Time, Non-Exempt

***The Children's Ministry Coordinator must be:***

- ❑ Willing to sign the Water Street Ministries' Statement of Faith
- ❑ A current member or regular attendee of a local church
- ❑ Able to fully support the Water Street Ministries' core values and ministry philosophy

***Essential Duties:***

- ❑ Plan, minister and coordinate ministry to children up to age 18 staying at the mission
- ❑ Mentor, model and teach parents and children
- ❑ Supervise, model & teach Children's Ministry staff and volunteers to mentor, model and teach.
- ❑ Effectively communicate and coordinate mentoring and training for the children and their mothers with the Case Managers and Life Coaches
- ❑ Maintain appropriate records and documentation
- ❑ Ensure that the childcare room is organized, clean and safe
- ❑ Participate in special programs and events and in educational/training opportunities as requested (back-to-school supply programs, Teen Haven, etc).
- ❑ Other duties as assigned.

***How duties are to be performed:***

- ❑ Maintain a compassionate witness, exercise firmness with love and demonstrate an appropriate sense of humor.
- ❑ Maintain appropriate boundaries with the women & children guests.
- ❑ Communicate a perspective that aligns with a 'Bible-above' approach to culture.
- ❑ Understand and articulate a perspective that balances the Biblical concepts of grace and truth.

***Education and Experience:*** Bachelor's degree or equivalent training and experience in early childhood or elementary education. Experience with Urban youth. Familiar with current state expectations and able to pass the state child clearances is essential. Compassionate, ministry-minded person with an ability to connect with at risk families and build healthy relationships. Training in counseling from a Biblical standard or a willingness to learn is required. Microsoft Office proficiency required.

***Physical Demands:*** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. Requires weekend and holiday rotation and on-call hours.

***Supervised by:*** Director of Residential Ministries

***Christian Life:*** As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony and lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.