



Position: RedeemerKids Coordinator

Who We Are:

Redeemer is a Gospel-Centered, Missional Family located in Midland, Texas. Our church launched in 2016. We are currently meeting at our new building at 3601 N. Lamesa Rd. Sunday services at Redeemer are designed to get the gospel in front of visitors, and fuel believers for the work of ministry that happens outside the church walls every other day of the week. We want our services to be welcoming, our worship to be God-centric, our teaching to be gospel-filled, and every person who leaves to know the truth of the gospel and that it means something for their life.

Main Purpose of Role:

RedeemerKids Coordinator is a critical member of our RK Team. Our current organization for RedeemerKids is four part-time coordinators who split evenly the three primary aspects of RK: (Scheduling, Curriculum, and On-boarding volunteers). Each coordinator oversees these aspects for different age ranges. (1) Nursery & Toddlers, (2) 3 year olds - 6 year olds, (3) 1st grade - 3rd grade, (4) 4th grade & 5th grade.

The role is a full-time role. Primarily working Sunday Mornings, Mondays through Thursdays.

Reports to: RK Director

Essential Functions:

- **Scheduling:**
 - Weekly coordination of the schedules for classes with our volunteers. This is done primarily through Planning Center.
- **Recruitment & On-Boarding:**
 - Sending all required documents and trainings to new volunteers. (Ministry Safe & Background Checks)
 - Contacting potential volunteers.
- **Curriculum:**
 - We currently use The Gospel Project for our curriculum. Weekly edits and printing of curriculum for our lead teachers.

Additional Requirements:

- Hours are flexible and often wax and wane within the regular seasons of ministry.
- We do have some ministry events at night times. Some of them you will be expected to be at, however they will be communicated in advance.
- All ministry jobs in the church are subject to change. Be flexible.

Qualifications/Experience:

- Bachelor's degree preferred but not required.
- Strong computer skills and ability to operate office equipment
- Ability to handle stress and problem solve
- Ability to keep confidential and sensitive information
- Detailed oriented and strong organizational skills

Personal Characteristics:

- Displays personal integrity and intimacy with God
- Is a daily student of the Bible, intentionally putting its teachings into action
- Is an example of Christ through humility, by demonstrating a teachable spirit, and by working well with others
- Demonstrates love and respect for others
- Humbly leads and mentors others
- Fully believes in the mission and vision of Redeemer as a Gospel-Centered Missional Family
- Love for Jesus and a desire to see lives and communities changed by the gospel
- Loves working with people, groups and serving teams