



Kids Midweek Operations Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Kids Midweek Operations Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Kids Midweek

TIME REQUIREMENTS: Full Time

REPORTS TO: Kids Midweek Director

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for the operations of Kids Midweek including staff onboarding, maintaining calendar, website registrations, and payroll.

ESSENTIAL SKILLS & EXPERIENCE:

- Proven leader in ministry (volunteer or full-time)
- Proven ability to relate directly with kids (preschool & elementary)
- Proven organizational skills; detail-oriented, conscientious, and thorough
- Strong verbal, written, and interpersonal communication skills
- Flexible, adaptable, patient
- Strength in being an owner and taking initiative
- Proficiency in Microsoft Office

POSITION RESPONSIBILITIES:

1. Partner with Kids Midweek Director to coordinate all aspects of Kids Midweek Ministry
2. Part-Time Applicants
 - Execute onboarding process including background checks, references, Rock tags, etc.
3. Kids Midweek Calendar
 - Maintaining the Kids Midweek Calendar of Events
 - Manage online registrations links for our ministry partners
 - Event Planner bookings for events
 - Communicate and coordinate with ministry partner assistants
4. Payroll
 - Reconcile payroll for day to day shifts
 - Manage Tracking Report attendance for shifts
5. Support
 - Data View Reporting in Rock
 - Mail postcards written by part time staff
 - Responsible for responding to Training Ground Email Inbox
 - Order supplies requested by Director, Coordinator, Team Leads
6. Availability
 - By cell phone after regular work hours to fulfill role duties and requirements. Watermark will reimburse a portion of cell phone expenses
7. Participate in general Watermark staff required activities
 - Nexonia reporting, pastor on call, meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for relational ministry to kids
- Ability to build a team of volunteers and part-time employees to care for and lead kids
- Ability to provide administrative support and manage multiple organizational tasks