



# South Dallas Kids 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:** South Dallas Kids Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** South Dallas

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** South Dallas Campus Pastor

**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 coordinating all aspects of Watermark Kids (birth through 5<sup>th</sup> grade) in South Dallas.

## ESSENTIAL SKILLS & EXPERIENCE:

- Humble, teachable, servant's heart
- Proven leader in ministry (volunteer or full-time)
- Proven ability to relate directly with preschool & elementary kids
- Proven organizational skills – detail-oriented, conscientious, and thorough

## POSITION RESPONSIBILITIES:

1. Coordinate all aspects of preschool & elementary ministry during weekend services
  - a. Scheduling, preparing, training, and connecting with volunteers
  - b. Preparing, modifying, ordering supplies, and executing curriculum
  - c. Managing the kids ministry area during Sunday services, including ensuring safe arrival and departure, assisting with behavior management, communicating with parents/guardians, etc.
  - d. Preparing and organizing the kids ministry space each week
2. Tracking attendance, pastoral care, etc.
3. Recruit new leaders, conduct new leader interviews, ensure all required paperwork is completed
4. Invest in volunteers throughout the week for the purposes of value, connection, and equipping (including meals, emails, phone calls, notes, additional trainings, etc.)
5. Connect with and build relationships with families who are attending Sunday services
6. Connect with and build relationships with the community, especially those at the Rosemont Apartments and the Rose Garden Neighborhood
7. Partner with other local ministries, such as YoungLife and Kids for Christ
8. Plan and execute multiple events throughout the year (leader training events, kids & students events, leader, celebrations, etc.)
9. Facilitate kids care for events outside of Sunday services (membership classes, trainings, church events, etc.)
10. Develop the kids ministry budget and track expenditures throughout the year
11. Be available (by cell phone) after regular work hours to fulfill role duties and requirements (Watermark will reimburse a portion of cell phone expenses)
12. Assist with other Watermark South Dallas events (Fall Fun in the South, Christmas Eve, Easter, membership, etc.)
13. Engage with and share work experience with female participants in the Watermark Institute, if applicable
14. Participate in general Watermark staff required activities (expense reporting, staff meetings, retreats, etc.)

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Passion for relational ministry to preschool & elementary kids
- Ability to build a team of volunteers to care for and lead preschool & elementary kids
- Initiative to learn and grow in best practices and knowledge of the community
- Willingness to brainstorm and implement new ideas
- Ability to manage multiple organizational tasks
- Passion for leading a team of volunteers to guide future generations to follow Jesus and be the church