



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: Kids Coordinator

DEPARTMENT: South Dallas

REPORTS TO: South Dallas Campus Pastor

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time

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 grade 5) 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:

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