

### WEDNESDAY NIGHT CHILDREN'S COORDINATOR

<b>Effective Date:</b>	Fall 2025
<b>Title:</b>	Wednesday Night Children's Coordinator
<b>Classification:</b>	Part-Time (5-8 hours/week – with flexibility for summers and December)
<b>Benefits:</b>	As indicated in the Staff Handbook
<b>Reports To:</b>	Children's Ministry Director

**General Purpose:** The Wednesday Night Children's Coordinator is responsible for overseeing and supporting the children's programming on Wednesday nights for infants through kindergarten, as well as assisting with Pioneer Girls and Boys' Brigade. This includes recruiting, training, and encouraging volunteers; welcoming families; preparing curriculum and materials; organizing classrooms; and ensuring a strong Biblical foundation in all activities.

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#### Key Goals & Objectives:

- Partner with the Children's Ministry Director to ensure consistent Biblical teaching and childcare on Wednesday nights
- Oversee volunteers and classroom operations for infants through kindergarten
- Support and coordinate with Pioneer Girls and Boys' Brigade leaders
- Build relationships with families and volunteers, reflecting the Family Ministry vision
- Recruit, train, and encourage volunteers to invest in children's spiritual growth
- Assist in planning Wednesday night semesters and transition and Sunday School event overlap (5<sup>th</sup>/6<sup>th</sup> grade)
- Help plan special events and overnights in collaboration with the Children's Ministry Director

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#### Key Responsibilities:

##### Weekly:

- Set up classrooms (computers, radios, unlocking doors) and ensure cleanup afterward
- Check in with each room to support leaders, communicate needs, and gather event info
- Ensure snacks and supplies are prepared for each class
- Welcome families and enter new family information into CCB
- Support ESL families using childcare and paid childcare providers

##### Ongoing:

- Communicate bi-monthly (or as needed) with volunteers and parents via email or flyers
- Coordinate with Pre-K and kindergarten teachers for curriculum needs
- Work with Pioneer Girls and Boys' Brigade leaders to meet classroom and curriculum needs
- Maintain proactive communication for Pioneer Girls and Boys' Brigade events
- Coordinate with and thank guest speakers; schedule them as needed
- Regularly meet with the Children's Ministry Director to plan and evaluate programming
- Use CCB (Church Community Builder) effectively for managing children, volunteers, and families
- Move children within the CCB system as they transition age groups
- Prepare thank you gifts for volunteers at the end of each year

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#### Character, Skills, & Success Factors

- A growing relationship with Jesus Christ, committed to daily spiritual disciplines
- A member of Grace Presbyterian Church

- Previous experience preferred in working with children and volunteers, preferably in a ministry setting
  - Skills in Biblical studies, education, communications, or counseling is beneficial
  - Passion for children's spiritual development and strong interpersonal skills
  - Effective in administration, communication, coordination, and delegation
  - Proficient with Microsoft Office or similar programs (flyers, calendars, documents)
  - Flexible and adaptable to meet ministry needs
  - Ability to learn CCB
  - Organized, dependable, and a team player committed to church unity and mission
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#### **Key Relationships to Consult or Communicate with**

- Teachers of Pre-K and kindergarten
- Childcare workers
- ESL childcare workers
- Boy's Brigade Coordinator
- Pioneer Girl's Coordinators
- Director of Children's Ministry
- Assistant to the Children's Ministry Director
- Sunday School teachers (when needed for overlapping events)
- Children's Special Needs Coordinator (as needed for behavioral support)
- Parents (for feedback and communication)
- Teen volunteers
- Guest speakers
- Grace Connect Master Administrator for CCB information and cooperation