



## RADIANT KIDS COORDINATOR

### JOB DESCRIPTION

**Reports To:** Director of Radiant Kids

**Status:** Part-Time Position

**Position Objective:** The Radiant Kids Coordinator embodies the vision and values of Radiant Bible Church (RBC) with the goal of pointing all children to a passionate pursuit of the radiant God.

**Position Summary:** The Radiant Kids Coordinator will assist the Radiant Kids Director in the discipleship of children from birth through grade 5. This position will serve under the guidance of the Director of Radiant Kids to support a large team of volunteers, prepare classrooms, manage resources and help organize events that are conducive to the spiritual formation of children.

### SPIRITUAL AND CHARACTER QUALIFICATIONS

The Radiant Kids Coordinator must:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- Demonstrate spiritual maturity, be committed to the sanctifying work of the Holy Spirit and desire Christlikeness in personal character
- Demonstrate a willingness to learn and ability to think strategically
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude and humble spirit
- Be a ministry partner by voicing concerns in a respectful way, while following established relationships of responsibility, leadership and team commitment
- Be a member, or willing to become a member, at RBC and work under the direction of the Elders and the Senior Leadership Team
- Be fully committed to the doctrine, vision and philosophy of ministry at RBC

### PROFESSIONAL QUALIFICATIONS

- Bachelor's or Associate's degree is preferred
- Prefer 3–5 years in ministry, administrative or education role

### NECESSARY SKILLS AND ABILITIES

- Passion for relational ministry with genuine love for people



- Must be proficient in Microsoft Office (Word, Excel, PowerPoint, etc.) and Adobe Acrobat Pro
- Strong work ethic—meets deadlines, is organized, can be trusted, uses time wisely
- Proven ability to relate and interact with children in age-appropriate ways
- Natural ability to create positive first impressions and serve with enthusiasm
- Be a calming presence and work through difficult situations in a biblical way
- Detail-oriented; high proficiency in administration and organization
- Self-starter with drive and initiative; able to manage multiple priorities

### **POSITION DESCRIPTION**

The Radiant Kids Coordinator will:

- Support Radiant Kids Director to organize and implement vision and strategy for Radiant Kids
- Prepare supplies, resources, curriculum and materials for each classroom
- Create and maintain serving schedules and classroom information in CCB (Church Community Builder)
- Assist Radiant Kids Director to recruit, onboard, train and manage volunteers with fitting opportunities
- Support the Radiant Kids Leadership Team with recruitment, sub requests, communication and volunteer management
- Assist in key events: High Five, Family Connect Events, Parent/Child Dedication
- Collaborate with staff for strategic planning, ministry support and special projects
- Assist staff with church-wide events
- Accomplish all other duties as assigned

### **MINISTRY EXPECTATIONS**

- Think like a shepherd.
- Love your people well.
- Serve with enthusiasm.
- Keep staff and volunteers informed.

### **HOURS & SCHEDULE**

This position is expected to work approximately 15 hours each week. This will include three hours on Sunday mornings and the rest of the hours will be during office hours throughout the week. Some evenings and weekends will also be required with this position. Additional hours will be required for key ministry events such as High Five.

### **SALARY AND BENEFITS**

This will be an hourly position and will be eligible for paid time off (PTO).