



Children's Ministry Coordinator position description Akron Pregnancy Services

Position Title: Children's Ministry Coordinator
Team: Client Services
Reports To: Education Coordinator

Position Summary: As an ambassador of Jesus Christ, to promote a positive impression of Akron Pregnancy Services by assisting in caring for the clients' children while they are in classes.

Requirements

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Be dependable and committed to the pregnancy center ministry
- Ability to multitask in a fast-paced environment
- Keep information confidential
- Be able to perform routine and assigned clerical duties.
- Be actively involved in a local church
- Work well with others all around the Pregnancy Support Network
- Responsible for self-development and taking care of self
- Neat appearance and pleasant attitude
- Part Time 8-10 hours

Duties and Responsibilities:

- Provide a clean, warm, friendly and learning environment for children and families
- Uses appropriate child development knowledge to best meet the needs of children in: curriculum selection, daily lesson and activity planning, child discipline, etc.
- Communicates the needs of the children's program to other staff as appropriate
- Oversees organizing, set-up and stocking of classroom with necessary supplies
- Coordinates sanitation and safety protocols (toys, diaper changing area, bathroom, etc.)
- Recruit, train and oversee staff and volunteers in the Children's Ministry Department



- Sanitize and put toys away after guests leave
- Keep accurate records of children's attendance
- Follow written policies and procedures to ensure that clients and their children have safe, effective and consistent visits
- Practice open communication with parents regarding the needs and concerns of their children

Other Responsibilities:

- Inventory and ordering supplies. Keep available resources current, relevant, and well stocked. Communicate orders when low
- Assist in events as needed
- Report to Education Coordinator regarding room concerns for maintenance
- Participate in special events that benefit the ministry
- Attend staff meetings as assigned
- All other duties as assigned