

BrookwoodKiDs K3-K5 Connection Coordinator

Standard Hours

Refer to standard policy for office hours

- Part–Time hourly position (20 hours); includes Sunday mornings
- Additional hours may be required periodically

Background, Skills and Experience

- A lifestyle that reflects spiritual maturity, consistent growth, and faithful prayer life.
- Excellent communication skills and computer literacy.
- Management/and or recruitment background beneficial.
- Self-starter with excellent organizational and motivational skills.
- Proofreading skills preferred.

Job Responsibilities

- Participation and support of BrookwoodKiDs Leadership Team.
- Support the mission and vision of Brookwood Church and BrookwoodKiDs with Godly attitude.
- Weekly meetings with leadership to plan, implement and evaluate the ministry.
- Act as liaison between BrookwoodKiDs and your volunteers to ensure effective communication.
- Basecamp
- Rock Database management for Pod B
- Planning Center
- Coordinator Role
- Recruit, train, and manage a group of Coaches to create a loving community of small group leaders within their area.
- Create and distribute monthly schedules in Planning Center for small group leaders.
 - Administer and track volunteer paperwork.
 - Ensure proper training for volunteers within Pod B.
 - Follow-up with volunteers that fail to arrive for scheduled service.
 - Establish a cleaning process for Sunday mornings and train volunteers on these procedures.
 - Make weekly contact with volunteers scheduled for the upcoming Sunday.
 - Weekly emails
 - Maintain Volunteer Schedules
 - Weekly prep of classrooms
 - Visit sick children from Pod B

- Order all supplies needed for Pod B
- Work with Curriculum Coordinator to create all small group activities for monthly curriculum.
- Work with Curriculum Coordinator when each new curriculum book comes out to verify all small group materials are on hand.
- Recruit new volunteers
- Follow up with the people recruited and place them
- Recruit enough volunteers so there are at least 2 adult volunteers in each classroom
- Read curriculum book each Monday and know the upcoming lesson
- Verify on Monday that all small group materials are on hand for the upcoming week
- Pray over your area and find prayer partners to do the same
- Sunday morning responsibilities:
 - Arrive at 7:30 on Sunday morning.
 - Ensure that Pod B classrooms are open, clean and properly equipped.
 - Set up volunteer centrals in Pod B & Pod C (make coffee, put out food), then close after service. Clean drink containers weekly.
 - Assist with getting kids to large group on time. Work with production to find out who is not there and get them to the large group room
 - Help small group leaders with any curriculum needs
 - Conduct a huddle between services with all volunteers (establish huddle and ask each volunteer to attend)
 - Before, between, and after services, talk and build relationships with families. Become a shepherd to those families.
 - Work with Academy to establish classroom needs.
 - Pray with families
 - Pray with volunteers
- Create a community of volunteers in Pod B
- Be involved in volunteers' lives (birthdays, surgeries, call/email during the week)
- Ask how you can pray for each volunteer and follow up to see how they are
- Participate in events sponsored by BrookwoodKiDs and Family Ministry
- Adventure Week
 - Birth-K5 area
 - Training for all volunteers
 - Participate in Adventure Week Sunday
 - Participate in Adventure Week Tailgate
 - Assist with Sunday registration for Adventure Week

- Parent-Child Dedication Ceremony
 - Assist with setup needs prior to each ceremony
 - Participate in each ceremony
- Baptisms
 - Attend each baptism ceremony
- Volunteer Appreciation Dinner
 - Assist with planning for assigned team responsibilities
 - Attend and participate in the dinner
- One Camp
 - Participate in planning for One Camp
 - Attend One Camp if assigned by supervisor
- Other duties as assigned by supervisor