

Board of Family Ministry

Children's Activity Center Coordinator

Mission Statement: The Children's Activity Center of Trinity Evangelical Lutheran Church provides a fun, safe, loving, Christ-centered environment for young children (ages 5 and under) while their parents attend Sunday morning church services and activities, so that both parents and their children may grow in their faith, all to glorify God.

Description: The Children's Activity Center Coordinator oversees and is responsible for all aspects of training, scheduling, and inviting within the ministry. The Coordinator also oversees the activities and planning of the Caregivers and Room and Toy Maintainer. He or she works with the Board of Family Ministry.

Qualifications:

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Works well with others
- Good administrative skills
- Good people skills
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 or over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Serve as the liaison between the Board of Family Ministry and the Caregivers and Room and Toy Maintainer. Communicate:
 - a. Changes in procedures,
 - b. Child care needs for additional or special services,
 - c. Child care requirements for children with special needs,
 - d. General information.
4. Coordinate long-range planning for the Children's Activity Center.
 - a. Coordinate training opportunities.
 - b. Work with the Caregivers to establish standards and guidelines.
 - c. Bring issues to the attention of the Board of Family Ministry for action as they arise.
5. Serve as a mentor and trainer to the members of the ministry.
6. Provide and maintain a schedule for the Caregivers and the Room and Toy Maintainer.

Time Commitment:

- 2-4 hours per month
- 1-year commitment

Relationships: The Children's Activity Center Coordinator works closely with the Caregivers and the Room and Toy Maintainer. The Coordinator also works with the Board of Family Ministry to provide updates and reports. He or she seeks to encourage and support all of the Children's Activity Center workers in their ministry.

Training: With input from the staff minister, the Coordinator will train be trained by the outgoing Coordinator. The Coordinator will have the opportunity to participate in further leadership development training sessions.

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