

KidzUNlimited Coordinator

FLSA Status: Non-Exempt

Reports to Associate Director of Preschool Ministries
Grade II (\$11-17) Based on experience and qualification

SUMMARY OF RESPONSIBILITIES

The KidzUNlimited Coordinator coordinates the administrative components for the special needs (SN) program at NewSpring Church to maintain adequate staffing and volunteers for the weekend. Observes and determines if a child is exhibiting special needs—recommends the appropriate action to families and ministry leaders. Coordinates the special needs environmental components by planning and coordinating activities and tools required.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Supervises the work and personnel functions of the KidzUNlimited part-time staff positions including performance reviews, supervising, disciplining, directing and coaching to maintain adequate staffing and enhancing productivity of personnel. (app. 5%)
- Coordinates the work of volunteers in the KidzUNlimited program during the weekend services, including recruitment, training, and correspondence. Makes sure the SN children who come regularly have their one-on-one volunteer. Works as back-up as needed. (app 25%)
- Corresponds with families requesting admission in the program, gets records from schools, and analyzes the records to see which environment will work best for the child (either one-on-one with a volunteer in a large group environment or use of KidzUNlimited small group room). Coordinates the matching process of children to volunteer workers to find the best fit. Discusses KidzUNlimited plan with parents. (app. 15%)
- Coordinates the KidzUNlimited room activities during the selected weekend services—plans and coordinates resources needed. (app. 15%)
- Coordinates and leads the Monthly Parent Meeting as means of support and outreach. (app. 5%)
- Works with ministry leaders who feel they have a child exhibiting SN behaviors (learning and/or behavioral) by observing and determining if a child has a SN and would benefit from assistance in a KidzWorld or student environment. Corresponds with families if there is a need to help parents see what is best for the child. (app. 10%)
- Assists the Associate Director of Preschool Ministries with weekend planning as needed, including preparation of materials, contacting volunteers, and assisting with Miss You calls to families. (app. 15%)
- Coordinates SN childcare as needed and assists the Senior Administrative Pastor with special events such as First Wednesday, KidzWorld Camp, Life Groups, Baby Dedication, etc. (app. 10%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- Some college level courses in education is required.
- Bachelor's degree in education or related field is highly desirable.
- Completion of special needs enrichment classes is preferred.

EXPERIENCE

- Must have 2-3 years of experience in a children's environment
- Must have 3-5 years of experience working with special needs.

REQUIRED SKILLS

- Good communication and coordination skills
- Ability to adapt
- Must be organized and detail oriented
- Must have good judgment, temperament, dependability and professionalism.
- Must have the ability to deal courteously with the public.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Standing, sitting, lifting, carrying, pushing, and/or pulling, some stooping, kneeling, and crouching.
- Must be able to lift 30-40 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside