

<b>Job Title:</b>	Assistant Coordinator, 2s-3s	<b>Job Category:</b>	Professional – Part Time
<b>Reports to:</b>	Director of Childhood Ministries	<b>Travel Required:</b>	Limited
<b>Level/Salary Range:</b>	<i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i>	<b>Position Type:</b>	Typically, 15 hours per week. ‘Typical’ schedule: Sun: 9:00 am-1:00 pm M/T/W/F: 8:30 am – 1 pm Wed: 6:00-8 pm Other office hours: flexible

**Job Description**

**ROLE AND RESPONSIBILITIES**

The 2s-3s Assistant Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry that works successfully to partner and equip families in alignment with Burnt Hickory’s 8 Key Ministry processes. This person will personally pursue a maturing relationship with Jesus Christ and set a Christlike example in words and actions for the children and families of Burnt Hickory Baptist Church and the surrounding community.

This 2s-3s Assistant Coordinator will have primary responsibility to:

- Recruit, schedule, train, develop and care for volunteers on teams in developmentally appropriate classroom groupings for Sunday morning 11:00 offerings. (In addition, coordinates volunteers serving in 10-12 classes during VBS.)
- Work with the 2s-3s primary age-level coordinator to manages class assignments, rolls, rosters, contacts, etc. for 2s-3s regular offerings. Ensures data is correct and accurate for volunteers/group participants and ensures adherence to Ministry Platform policy and procedures.
- Collaborates with the primary age-level coordinator to ensure consistency and planning for both hours on Sundays.
- Work closely with the Child Protection & Volunteer Retention associate to ensure volunteers are screened, trained, and equipped for service. Assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks and serve as their advocate.
- Serves as a backup age-level coordinator on Sundays and Wednesdays ministry-wide.
- Works earnestly with the Childhood Ministries Pastor or Director and BHBC Kids leadership toward execution of global efforts and all events coordinated by Childhood Ministries such as: leader training, age-level and community events, VBS, outreach efforts, etc.
- Work closely with the Childhood Director to ensure cohesive ministry relationships and operations.
- Leads Special Projects and serves on special committees as requested by the Childhood Pastor or Director.
- Other duties as assigned by the Childhood Director.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Incumbent must enthusiastically support and embrace the vision for Childhood Ministries established by the Director of Childhood Ministries. This person must possess strong interpersonal, organizational, and motivational skills. They should be a self-starter, emotionally intelligent, and humble. They must be equipped with a working knowledge of resource management and communication. They must be efficient in managing projects details and must demonstrate meticulous attention to detail. Must be willing to adjust schedule and adapt to changing needs of the ministry.

**PREFERRED SKILLS**

Must have experience (or demonstrated ability) using Microsoft Office and possess outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player.

**ADDITIONAL NOTES**

Position may be required to attend conferences, workshops and/or other enrichment activities. Position will annually submit for approval: Developmental Action Goals, Key Numeric Indicators, and proposed schedule.