

# OPEN DOOR KIDS

**Job Title:** Kids Ministry Coordinator – Avon Lake

**Job Overview:**

The Kids Ministry Coordinator is responsible for effective recruiting, training, motivating, care and developing teams of volunteers in Kids Ministry at the Avon Lake Campus. This person is also tasked to develop and implement creative, exciting, and relevant children's ministry programs and environments. This will encompass a translating of our broader church mission into the language of the next generation, providing a safe and secure environment where children are free to grow in loving God, loving people, and living surrendered. This position also includes engaging and cooperating with a large church staff in the development and execution of an all-church mission.

**Compensation:** This is a part-time hourly position.

**Work Schedule:** 20-25hrs/week. Flexible schedule (except Sunday & Wednesday)

**Reports to:** Campus Pastor – Avon Lake

**Core Responsibilities:**

- Provide onsite leadership, volunteer recruitment, development, and appreciation/care for Kids Ministry at the Avon Lake Campus.
- Champion and promote Kids Ministry in Avon Lake. Be a part of the Avon Lake Campus team.
- Coordinate all weekend and mid-week Kids Ministry programs and events.
- Prepare weekly curriculum lessons for volunteers (loading slides, printing materials, etc.). Manage all media in the rooms within the Kids Ministry space.
- Ensure that rooms are stocked with necessary materials.
- Hang and prepare all materials and posters that advertise the series or special events.
- Develop ideas for mid-week programming at the Avon Lake Campus for children.
- Resource and empower families to be the spiritual leaders of their families.
- Participate in the Kids Ministry team during church wide initiatives i.e. excursion, kids' camp, etc. (as time allows).
- Make certain proper security protocols are in place to ensure the security of Kids Ministry spaces during hours of activities – including, but not limited to, proper volunteer requirements (background checks, etc.).

**Competencies:**

- Passion for the next generation
- Team Player
- Teachable
- Self-motivated
- Ability to develop others
- Good listener
- Positive and optimistic attitude
- Independent worker
- Genuine heart for ministry & the church
- Compassionate
- Organized and detail oriented

**Qualifications:**

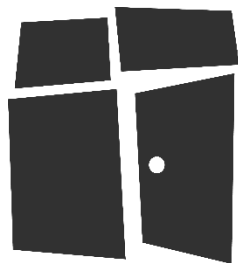
- A mature, growing believer with a clear understanding of the Gospel, along with the ability to communicate it clearly.
- Experience in Kids Ministry (on staff or as a volunteer) required.
- Committed to spiritual integrity and professional excellence.
- Excellent written and verbal communication skills.
- Committed to the Avon Lake community.

**Expectations:**

- Live committed to the mission of “Leading people in the adventure of becoming like Christ” by personally living a life of evangelism (5Bs) and discipleship (6Ds). (<https://www.opendoor.tv/about-us/our-mission/>)
- Live committed to our description of Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered.
- Abide by the Open Door Staff Handbook including staff team values and champion our vision, doctrine, mission, and values.
- Participate in all scheduled staff meetings and staff development times.
- Meet with the Executive Pastor, and other staff in Kids Ministry for department planning and evaluation.
- Perform other duties as assigned by the Executive Pastor, Lead Pastor, and/or Avon Lake Campus Pastor.

*The above responsibilities are not intended to be an all-inclusive list. All staff at Open Door are committed to team ministry that pursues excellence with an attitude of “whatever it takes to get the job done.” Therefore, additional time may be required outside of regular work hours and normal schedules.*

**Interested? Please send your resume to [jobs@opendoor.tv](mailto:jobs@opendoor.tv) ! Thank you.**



**CHURCH OF THE  
OPEN DOOR**