

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Bethany Ballard Family Ministries Coordinator**

**Summary:** To serve Bethany Ballard by developing ministries to equip and support parents in their primary role as nurturers of their family's faith in Christ. To lead the efforts in welcoming and serving each person who comes to Bethany Ballard.

**Reports to:** Lead Pastor

**Resources:** Ministry and Administrative Staff

**FLSA Status:** Non-Exempt, Part-Time, 12 hours per week

**ESSENTIAL DUTIES, AND RESPONSIBILITIES**

- Build, train, and schedule a team of volunteers and lay leaders to effectively lead our Sunday morning Children's Program that is consistent, high quality, well-organized, and adequately staffed.
- Implement best practices for safety and quality in the Children's Program, including but not limited to: Safety and Abuse Prevention Procedures; special needs accommodations; communication with families, volunteers, and the general BCC Ballard community.
- Collaborate with Lead Pastor to develop and maintain a department budget for Sunday programming and curriculum.
- Be a welcoming and helpful presence on Sunday mornings for children, families, volunteers, and visitors.
- Perform other duties as the situation arises/assigned by the supervisor.

**POSITION REQUIREMENTS**

- Bachelor's degree or relevant experience
- 3–5 years of relevant work experience, or an equivalent combination of education and experience required.
- Demonstrates a love for children and families and a passion for connecting them to Christ and the community.
- Knowledgeable regarding child and spiritual development.
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ; this includes maintaining healthy self-care practices and staying engaged in spiritual community.

- A team player who is committed to the mission, values, and vision of Bethany Community Church as expressed in the BCC Employee Handbook.
- High skilled in organization and delegation of responsibilities
- Shows motivation, self-starting, creative problem-solving, and the ability to help (and ask for help).
- Experience working with or managing volunteer teams, recruiting and training volunteers.
- Experience supervising and teaching children in a variety of settings.
- Excellent verbal and written communication skills.
- Ability to work both independently and in a team environment.

### **SPECIFICATIONS**

- *Typical work schedule*
  - 12 hours/week including Sunday.
- *Physical Demands:*
  - Must be able to work in a shared office environment, often at a computer workstation.
  - Must be able to adapt to working at various locations. Must be able to lift small boxes and/or equipment up to 25 lbs.
- *Working Conditions:*
  - Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours.
  - May require flexibility to adjust work schedule from time to time to work earlier or later than the regular schedule.
  - The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking.
  - Bethany Community Church is a non-smoking building and environment.

*Work Schedule:* 12 Hours

*Compensation:* Dependent on experience, Range: \$18.69 - \$24.50 per hour

Please submit a resume and cover letter to Brad Thayer, [bradt@churchbcc.org](mailto:bradt@churchbcc.org)