



CV/Mechanicsburg Campus Children's Coordinator

(APPROXIMATELY 12 HOURS PER WEEK)

CEFC is seeking a part-time Children's Coordinator for our CV/Mechanicsburg Campus. The Children's Coordinator will work closely with the Director of Children's Ministry to build a dynamic volunteer team that supports the programs provided by the Children's Ministry.

Ministry Area/Department	Children's Ministry
Position	CV/Mechanicsburg Children's Coordinator
Accountable To	CV/Mechanicsburg Campus Pastor
Ministry Target	Children Birth-5 th Grade
Position Is	Part-time Paid Staff
Spiritual Maturity Level	Growing, maturing Christian seeking to live all of life for Christ in a manner consistent with CEFC's values of growing in Christ, building others up, and being sent out to serve
Spiritual Gifts	Administration • Serving • Discernment
Talents or Abilities Desired	Strong organizational skills • ability to connect with children and parents • Able to organize Experience in secretarial and administrative tasks • Computer literate (Word, Excel, PowerPoint, Outlook, and Publisher) • Strong organizational skills • Detail oriented • Can be trusted with confidential information • Strong commitment to excellence
Best Personality Traits	Relational • Positive • Dependable • Teachable
Passion For	Connecting Kids to Christ and Partnering with Parents

ANTICIPATED TIME COMMITMENTS

12 hours per week, including approximately 5 hours on Sunday (7:30 am – 12:30pm)

RESPONSIBILITIES/DUTIES

1. Coordinate all aspects of the Children's Ministry at CEFC's CV/Mechanicsburg Campus.
2. Connect and build relationships with Children's Ministry Volunteers
3. In coordination with the Carlisle campus, resource volunteers with curriculum, technical support and other materials
4. Recruit and onboard volunteers for Children's ministry
5. Coordinate the placement & scheduling of volunteers
6. Coordinate and provide training for volunteers with support from the Carlisle campus

QUALIFICATIONS:

Minimum Qualifications:

- Demonstrates a growing relationship with Christ and spiritual maturity and character consistent with the Biblical principles
- Ability to recruit, organize and lead volunteers and volunteer teams
- Strong planning and organizational skills and attention to detail
- An ability to work independently and strong time management skills

Preferred Qualifications:

- Experience working with children birth to 5th grade
- Experience coming alongside and providing guidance to parents
- Functional competency with technology
- Ability to communicate via a variety of social media platforms

To apply, submit a cover letter and resume to resume@cefc.church.