



## CROSSROADS KIDS COORDINATOR

**Crossroads United Methodist Church** is a vibrant faith community located in Ashburn, VA. Our mission is to communicate the unconditional love of God, unlimited welcome of Jesus and an unwavering hope of transformation to people both inside and outside the walls of the church. To fully realize this vision, we are seeking an open-minded, passionate individual with a call to ministry, to lead and coordinate Sunday morning classroom experiences at Crossroads.

### **Job Description:**

Create age appropriate opportunities for children to experience the unconditional love of God, unlimited welcome of Jesus and the unwavering hope of ongoing transformation for their lives through experiential Sunday morning classroom experiences.

### **Qualifications and Position Requirements:**

- Align with the Crossroads theological position
- Have a passion to help children connect to their spirituality
- A Teacher's Heart
- Experience working with children
- Experience working with parents of young families
- Positive pleasant presence
- Patience and wisdom to work through obstacles as they arise
- The ability to create and work with teams to help design and implement
- Know how to create a strategic plan for children to gather throughout the year
- Organized
- Available to work weekends (Sundays 7am – 1PM)

### **Duties and Responsibilities:**

- Oversee Sunday morning Crossroads Kids experiences
- Connect with and guide the leaders of Crossroads Kids
- Mobilize, train and oversee a team of people passionate about creating and implementing opportunities for children to experience the unconditional love of God
- Oversee the setup and tear down for Sunday morning experiences
- Plan and prep lessons and Sunday morning activities
- Help plan and implement special opportunities for Crossroads Kids and families
- Oversee the Director of Vacation Bible School (VBS) (Seasonal)
- Order and maintain supplies
- Help create hallway displays



- Communications with families and larger church family
- Connect and build relationships with HOPE Preschool Director and staff
- Follow up with people signing up for opportunities to serve
- Oversee the Crossroads Kids budget
- Recruit, train, support, communicate with volunteer leaders
- Maintain background checks
- Establish and maintain volunteer schedule
- Communications/connection and weekly send home with families
- Create Crossroads Kids weekly newsletter
- Provide write-ups for worship tool (coordinate with Communications Director)
- Connect with HOPE director/teachers, facilities manager, Youth coordinators
- Working/planning/visioning meeting with co-coordinator of Crossroads Kids
- Attend weekly Staff team meetings
- Meet with Formation Director every other week
- Input new children/families and record attendance in ACS

**Position:** 20 – 25 hours/week

**Start Date:** June 2017

**Reports to:** Formation Team Director

**Member of following Teams:** All Staff, Crossroads Kids, Formation Team

**Staff Reporting to this Position:** Crossroads Kids Assistant

To apply for this position, please email [dnorman@crossroadsnova.org](mailto:dnorman@crossroadsnova.org) with a cover letter, resume, and list of three references. To learn more, visit [www.everydaylifewithgod.org/children](http://www.everydaylifewithgod.org/children).