



## Children's Ministry Logistics Coordinator

**Purpose:** To inspire people to follow Jesus with all their hearts by assisting the Family Ministry team in creating relevant and engaging environments and oversee children's ministry curriculum logistics.

**Reports to:** Family Ministry Director

**Schedule:** 12-15 hours weekly, flexible Monday - Thursday (Wednesday 11-3 required)

### Key Attributes:

- Above reproach; mature in Christ-like character
- High value for excellence
- A leader with a high capacity for organization, task completion, and relationships
- Ability to think creatively
- Excellent communication and follow-up skills
- Adaptable, willing to learn, and resourceful

### Key Responsibilities

- Work with the Children's Ministry Director to plan relevant and engaging curriculum for children.
- Edit, print, and prepare all small and large group curriculum for Waumba Land and UpStreet.
- Work with volunteer UpStreet and Waumba Land Coordinators to print, organize, and distribute materials needed for curriculum presentation.
- Care for and celebrate the weekday volunteer team, and lead volunteers each Wednesday.
- Send out monthly emails and special event communications for all family ministry environments.
- Coordinate postcard preparation and distribution for family ministry events.
- Assist the Family Ministry team with planning and executing ministry-wide events (holidays, summer, etc)
- Attend necessary weekly, bi-weekly, and monthly meetings.
- Develop personal systems to maintain an organized approach to daily tasks.

### To Apply:

Please email your resume to [apply@beachsidecc.org](mailto:apply@beachsidecc.org)