

KidzTown Elementary/Club 45
South Hills Campus
Weekend Coordinator

Personal Expectations:

1. Be a Six40 example to our volunteer staff by:
 - a. Attending a worship service each week.
 - b. Be in the Word.
 - c. Be in community on a regular basis.
2. Be an example of Christ and His love to all through your leadership. Col. 3:12-14
 - a. Always be an encouragement to our kids, families, volunteers and co-workers. Eph. 4:29
 - b. Cultivate a culture of unity within our KidzTown team. Eph. 4:3
 - Deal with all conflicts according to Biblical standards. Step one must always involve both people in the conflict and no other person. Mt. 18: 15-16
 - Speak the truth in love. Eph. 4:15
 - Be willing to take constructive criticism. Prov. 1:7
 - Actively avoid gossip. Prov. 16:28

Primary Ministry Responsibilities:

Under the direction of the Children's Ministry Director.

1. Shepherd the volunteer leaders involved in your area, at your particular hour, sending encouraging notes, checking in when they don't show up, watching over them in times of illness or life's celebrations and crisis', referring them for a pastoral touch if necessary.
2. Shepherd our families, being sensitive to the needs, the challenges and the celebrations that accompany your age area children.
3. Function as a KidzTown Team.

Additional Ministry Responsibilities:

1. Lead prayer once a month in the KidzTown Lobby at 9:00 am.
2. Attend Coordinator's meetings 1-2 times a month and Children's Ministry Book Club once a month.
3. Attend Children's Ministry Volunteer Appreciation events.
4. Assist during training sessions.
5. Sub for other Coordinators when they are out of town or on vacation.

Weekly Responsibilities:

1. Coordinate one weekend day being physically on sight for roughly 3 ½ hours.
2. Accept weekly phone calls/emails from Elementary volunteer leaders when they're reporting an absence and/or notifying you of a replacement.
3. Contact any "no shows" during the week from the previous weekend.
4. Manage Planning Center Online and keep the schedule up to date for all volunteers 1-3 months in advance.
5. Manage your roster on Google docs, scheduling coverage for any outs due to vacations, illness or last minute cancellations prior to Thursday of the week, and keep your volunteer roster up to date with those serving as well as any notes regarding communication, rotation specifics, contact info, etc.
6. Use your sub list and floater volunteers to find subs when needed. If you have exhausted every option and need additional support finding a sub, contact the Children's Ministry Director.
7. Assist in ongoing recruiting by connecting any potential volunteers to the Children's Ministry Director for follow up.

General Coordinating Duties:

First Service: 9:30 Sunday

- **Arrive 1 hour before your service and be in the KidzTown Lobby by 8:55 for prayer time.**
- Make sure that the appropriate classrooms are open and all signage is accurate.
- Verify that each classroom has a sufficient supply of attendance sheets.
- Retrieve walkie talkies from KidzTown lobby and place in each room, checking function as you go.
- Verify that all Elementary classrooms are set up with material bins for teachers.
- Set up Chapel:
 - Turn on the TVs
 - Make sure the DVD is correct and runs
 - Put out offering jug from Squiggie Store
- Set up Club 45:
 - Turn on Wii. Make sure everything is working and presentable
 - Set up laptop and connect to the TV
 - Put out offering jug from Squiggie Store
- Make sure all classrooms are fully staffed. If not, ask a regular parent to stay.
- Guide parents to the right classes as needed.
- Assist volunteers as needed (policies, evacuation and emergency information, procedures, classroom ratios, gather supplies, troubleshoot technical issues- refer them always to the cork board and close by information)
- Help with discipline issues and first aid as needed (ouch and incident reports).
- Encourage and support all of our wonderful volunteers.
- Pick up attendance sheets from each classroom at the end of service and drop off in the KidzTown Lobby.

Second Service: 11:15 Sunday

- **If you attend church the first service, then please join us in the KidzTown Lobby at 8:55 am for prayer.**
- Arrive one half hour prior to service to debrief with 1st service Coordinator.
- Make sure that the appropriate classrooms are open and all signage is accurate.
- Make sure all classrooms are fully staffed. If not, ask a regular parent to stay.
- Guide parents to the right class.
- Assist volunteers as needed (policies, evacuation and emergency information, procedures, classroom ratios, gather supplies, troubleshoot technical issues- refer them to the cork board and close by information).
- Help with discipline issues and first aid as needed (ouch and incident reports).
- Encourage and support all of our wonderful volunteers.
- Close up Elementary Chapel:
 - Turn off TVs
 - Turn off DVD equipment
 - Put offering container in Squiggie Store
 - Lock up cabinet (key 1676)
 - Turn off lights and close doors
- Close up Club 45:
 - Turn off the Wii and close up cabinet
 - Turn off the computer, disconnect, and put in the carrying case
 - Pick up computer and offering container and drop off in the Squiggie Store.
 - Turn off lights and close doors
- Clear all rooms of weekend materials and leave tidy for next group.
- Pick up attendance sheets and walkie talkies from each classroom and drop off in the KidzTown Lobby.