



PURPOSE

To help PBC Kids families and volunteers love Jesus, live like Jesus, and lead others to Jesus.

DUTIES AND RESPONSIBILITIES

1. Oversee volunteers and classroom environments for weekly services at Phoenix Bible Church.
 - a. 5 months - 2 years - Coordinator, volunteers and nannies
 - b. 3 - 4 years - Team Leads (teachers), and small group leaders
 - c. K - 5th Grade - Team Leads (teachers), and small group leaders
 - d. Director's Assistant, shopping coordinator, check-in greeter, events team, etc.
2. Partner with parents & volunteers to minister well through excellent communication, training & vision.
3. Regularly recruit and train volunteers to meet and uphold the standards of PBC Kids Ministry
 - a. Support and equip volunteers by providing encouragement, resources, training, feedback, and demonstrations of appreciation.
 - b. Visit classes, provide coaching and resources, and overall encourage volunteers as they make little disciples of Jesus.
4. Provide a warm and friendly, safe and fun environment for children and families, always paying close attention to new families joining us for the first time.
 - a. Uphold cleanliness standards of Phoenix Christian School's teachers' classrooms
 - b. Set up classrooms every week for optimal learning environment
 - c. Organize, set-up and stock classrooms with necessary supplies.
 - d. Provide safety measures for children and families.
5. Provide God-centered curriculum for all classes using the Dig In Curriculum
 - a. Prompt and instruct volunteers to build, post, practice, and teach their lessons on Sundays.
6. Coordinate and Communicate Effectively
 - a. Utilize Planning Center Online to clearly communicate schedule to volunteer team
 - b. Check and promptly respond to emails, voicemails, texts, etc.
 - c. Ensure thorough and efficient communication with parents regarding updates and curriculum details via newsletters, emails, flyers and social media.
7. Work cooperatively with all staff and volunteers
 - a. Attend weekly staff meetings
 - b. Attend churchwide events as well as staff events.
8. Communicate the needs of PBC Kids Ministry to other staff and church leaders as appropriate.