

**WESTERN PLAINS DISTRICT
JOB DESCRIPTION
DISTRICT CHILDREN'S COORDINATOR**

Position Title: District Children's Coordinator

General Description:

The District Children's Coordinator will provide leadership for the children of the Western Plains District of the Church of the Brethren. (Children will include infants thru 5th grade.) The Children's Coordinator will consult with the Congregational Resourcing Vision Fulfillment Team in planning activities for the Children. There would be two activities planned for each calendar year. (District Conference weekend and the "Gathering" event in October of each year.)

Hours:

Hours for this position will be flexible. Time commitments will generally surround the time of planning and coordinating each event. A log of hours worked will be submitted to the Congregational Resourcing Vision Fulfillment Team following each event. (See attached for listing of suggested events with estimate of time requirements).

Accountability:

The Children's Coordinator will work under the supervision of and will be reportable to the Congregational Resourcing Vision Fulfillment Team. Annual performance reviews will be conducted by the Congregational Resourcing Vision Fulfillment Team and notes from such reviews will be shared with the Transformation Vision Team Chair and the District Executive..

Qualifications:

1. Has had experience in direct leadership of children.
2. Is actively involved in the Church of the Brethren. (Membership preferred)
3. Has experience in organizing and management of groups.
4. Has strong oral and written communication skills.
5. Displays enthusiasm and energy for the Christian growth & development of children.
6. Minimum age of 21 years.

Responsibilities:

1. Plans and coordinates all District Children activities.
2. Promotes all District and National activities involving children by effectively communicating information to local church children. Keeps current listing of children coordinators/leaders in each congregation of the District.
3. Attends Congregational Resourcing Vision Fulfillment Team and Transformation Vision Team Meetings when requested to do so.

4. Communicates supply and equipment needs to the Congregational Resourcing Vision Fulfillment Team for budget approval.
5. Recruits qualified volunteers as needed for assisting with children's activities.
6. Completes the ethics training provided by the District.
7. Reserves time for personal spiritual growth and renewal.
8. Other items not listed that may become apparent and will be requested by the Congregational Resourcing Vision Fulfillment team.

PROJECTED "ESTIMATE" OF Time Requirements for CHILDREN'S COORDINATOR

<u>EVENT</u>	<u>Time spent @ Event</u>	<u>Planning</u>	<u>Projected Stipen</u>
District Conf.	15 hours	5-10 hours	\$250
Gathering Event	20 hours	20-30 hours	\$400