

Position Title: Kids Ministry Resource Coordinator  
Reports to: Kids Ministry Area Leader  
Payroll Status: Part-time, hourly

**Summary:**

This position is the backbone of Kids Ministry, providing support and resources for all programs. This includes teaching aids, crafts, printing needs, and working with reports & data.

**The Basics:**

- A growing relationship with Jesus Christ demonstrated in character as outlined in I Timothy 3 and Titus 1
- A humble and teachable spirit born out of personal security in Christ and an understanding of his/her God-given ability
- A life dependent on the Holy Spirit and faith as demonstrated by an active prayer life
- Loves people and Lincoln Berean Church and regularly attends weekend services
- Supports the core beliefs of LBC
- Trustworthy, honest and considers confidentiality a priority

**Responsibilities:**

- Prepare/gather materials and resources for all weekly classes/clubs (Sundays and Wednesdays)
- Collaborate with teachers in lesson preparation
- Order/purchase supplies
- Manage Resource Center and keep stocked
- Keep inventory of supplies and storage (manage donations)
- Assist with database needs
- Run attendance reports
- Send visitor welcome postcards
- Assist and support large events (VBS, Halloween Party, Christmas Program)
- Research resources and curriculums for VBS and other areas of teaching
- Facilitate Sunday promotions (database, reports, and mailings)
- Assist with special events as needed

**Qualifications:**

- Preferred academic training of B.A. or higher, but not required
- Highly organized and super tidy
- Adept in Microsoft Office (Word, Excel, Publisher)
- Knowledge of Bible stories/lessons and appropriate materials