

Department: Hope Kids
Position: Hope Kids Administrator
Campus: Central
Hours: 40
Reports to: Director of Hope Kids
Staff: Proposed

Hope Kids, the children's ministry of Hope Church (EPC), is seeking a full-time administrator to support the Director of Hope Kids and Hope Kids staff.

Main Areas of Emphasis:

- Administrative support for Director of Hope Kids and Hope Kids staff
- Work with Database Administrator to maintain up to date information in Elexio
- Manage first-time check-in process and communication to new families
- Work with Volunteer Leads to onboard new volunteers (receive applications, run background checks, etc.)
- Recruit and develop Welcome Team volunteers at West Creek
- Maintain Hope Kids social media and website content
- Produce print pieces for targeted communication. Some layout and design required.

Weekly:

- Attend weekly Hope Kids team meeting
- Attend weekly all-staff devotion (Flexible)

Monthly:

- Participate in monthly team meeting to preview the next month's curriculum and experiences that will take place on Sundays in Hope Kids
- Attend monthly all-staff meeting on the first Wednesday of each month

Annually:

- Participate in Hope Kids events (Family experiences, Jingle Jam, Easter, Christmas Eve, Volunteer Gatherings, etc)
- Professional development conference (Orange Conference in Atlanta, GA)

The Ideal Candidate:

The ideal Hope Kids Administrator will be meticulously detailed, yet thrive in an innovative, 'jet ski' environment. Must have strong written and verbal communication skills. Practical, realistic, matter-of-fact. Resourceful in solving

new and challenging problems. Good at reading other people. High value on organization and excellence.

**Sunday hours are flexible.*

Position: Special Needs Lead

Campus: Central

Hours: 10

Reports to: Director of Hope Kids

Staff: Proposed (Naomi Brubaker)

Main Areas of Emphasis:

- Recruit, develop and disciple Special Needs buddies and service team leads
- Communicate with families of children with special needs
- Collaborate with Curriculum Lead to develop small and large group experiences to meet individual needs
- Produce events for families of children with special needs (Parent's Night Out, community gatherings, etc)
- Maintain Sensory Room at the West Creek campus
- Work with Campus Coordinators to develop Special Needs offerings at multi-site campuses
- Work with Hope Students staff to ensure smooth transition from one phase to the next

The Ideal Candidate:

The ideal Special Needs Lead will have a strong understanding of children with special needs and a passion to offer experiences, relationships and places where

EVERY child can find life and purpose through Jesus Christ. Must be a patient, influential leader, a strong recruiter and have a high value on innovation, wonder, discipleship and organization. Must be able to effectively communicate to kids and grownups.

**Sunday hours flexible.*

Position: Nursery & Preschool Volunteer Lead

Campus: West Creek

Hours: 20

Reports to: Associate Director of Hope Kids

Staff: Meg Howell

Main Areas of Emphasis:

- Recruit, develop and disciple Nursery and Preschool small group leaders and large group storytellers at West Creek
- Recruit, develop and disciple Nursery and Preschool service leads for Sunday worship experiences
- Contribute to volunteer gatherings (team huddles, Hope Kids gatherings, Hope Church gatherings)
- Work with Hope Kids Administrator to maintain quarterly parent rotation for Nursery and Preschool small groups at West Creek
- Prepare Nursery and Preschool small group environments each week for Sunday worship experiences

The Ideal Candidate:

The ideal Nursery & Preschool Volunteer Lead must have a heart for discipleship. Rather than simply filling volunteer slots, we want to offer an experience where Nursery and Preschool volunteers can find life and purpose

through Jesus Christ. Must have strong verbal and written communication skills, be an excellent recruiter and have a high value on organization and excellence.

**Sunday hours required.*

Position: Elementary Volunteer Lead

Campus: West Creek

Hours: 20

Reports to: Associate Director of Hope Kids

Staff: Proposed

Main Areas of Emphasis:

- Recruit, develop and disciple Elementary small group leaders, storytellers and production volunteers at West Creek
- Recruit, develop and disciple Elementary service leads for Sunday worship experiences
- Contribute to volunteer gatherings (team huddles, Hope Kids gatherings, Hope Church gatherings)
- Work with Hope Kids Administrator to maintain quarterly parent rotation for Elementary small groups at West Creek
- Prepare Elementary small group environments each week for Sunday worship experiences

The Ideal Candidate:

The ideal Elementary Volunteer Lead must have a heart for discipleship. Rather than simply filling volunteer slots, we want to offer an experience where Elementary volunteers can find life and purpose through Jesus Christ. Must have

strong verbal and written communication skills, be an excellent recruiter and have a high value on organization and excellence.

**Sunday hours required.*

Position: Midtown Campus Coordinator

Campus: Midtown

Hours: 20

Reports to: Director of Hope Kids

Staff: Gina Lair

Main Areas of Emphasis:

- Recruit, develop and disciple volunteers at Midtown (Small group leaders, welcome team, storytellers)
- Contribute to volunteer gatherings (team huddles, Hope Kids gatherings, Hope Church gatherings)
- Work with Hope Kids Administrator to maintain quarterly parent rotation for Nursery, Preschool and Elementary small groups at Midtown
- Maintain and prepare Hope Kids environments each week for Sunday worship experiences
- Collaborate with the Midtown Campus Pastor and represent Hope Kids in campus matters

The Ideal Candidate:

The ideal Midtown Campus Coordinator must have a strong understanding of Orange ministry philosophies. Must be able to confidently lead the Sunday worship experience at Midtown with little support. Must have a heart for

discipleship. Rather than simply filling volunteer slots, we want to offer an experience where Midtown volunteers can find life and purpose through Jesus Christ.

This position won't be tied to the desk, rather out in the community meeting volunteers where they are. Must be a self-starter with excellent collaborative and communication skills. This position requires a high tolerance for change. Must be able to create and maintain catalytic environments and place a high value on discipleship, wonder, organization and excellence. Must be able to effectively communicate to kids and grownups.

**Sunday hours required.*