

JOB DESCRIPTION

Jubilation Station Coordinator

DEFINITION

The Jubilation Station Coordinator is one who oversees the Jubilation Station program for children in Grades 1-4.

PURPOSE

To facilitate the functioning of Jubilation Station to its highest God-pleasing potential.

RELATIONSHIPS

- Recruited by the Director of Elementary Ministries.
- Responsible to the Director of Elementary Ministries.

TERM OF SERVICE

One Year

SPECIFIC RESPONSIBILITIES

1. Pray regularly for your staff, their families and children.
2. Serve on the Children's Ministry Leadership Team.
3. Recruit Jubilation Station staff with the help and approval of the Director of Elementary Ministries.
4. Ensure each recruit has completed screening prior to serving.
5. Lead your staff:
 - Lead the Fall Orientation to train your staff.
 - Keep in contact with staff to determine needs, share successes, keep the flow of communication open, anticipate problems, and boost morale.
 - Be available on Sunday mornings for the needs of your staff and department.
 - Oversee curriculum use and room set up.
 - Follow through with people who are late or do not show for their scheduled time of service.
6. Be present 20 minutes prior to the start of your program.
7. Evaluate and maintain room organization and supplies.
8. Ensure guidelines of the Protection Policy are being followed.

QUALIFICATIONS

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Fully accept the FBCG and CM vision and mission statements.
4. Possess a love for children and a desire to see them grow spiritually.
5. Possess people management skills.
6. Meet the screening requirements.