

**JOB TITLE:** WOW Coordinator/VBS Assistant

**DEPARTMENT:** Student Ministry

*(Wednesdays: 6 hours/week – 4 p.m. to 8 p.m. with 2 hours prep each week with 20 hours for Fall Prep, 15 hours for Spring Prep). During the school year (Fall Semester is mid-August to mid-November, Spring Semester is January to April. With additional 115 hours dedicated to VBS (Season is May to June). Special events when needed.*

*Duration of Job runs School Year (mid-August through VBS, July off, start up again in August)*

**REPORTS TO:** Children's Ministry Director

**REVISION DATE:** 10/17

**JOB SUMMARY:** The WOW Coordinator/VBS Assistant assists in directing Children's Ministry Programs (WOW and Vacation Bible School). Coordinator is responsible in creating a safe, loving Christian environment for students Kindergarten – 4<sup>th</sup> Grade and the volunteers. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

- A. Education: Bachelor's degree preferred.
- B. Experience: A minimum of two years of Christian Education experience. Candidates with extensive educational backgrounds without a bachelor's degree will be considered.

**DUTIES, TASKS, RESPONSIBILITIES:**

- A. Assists in directing Children's Ministry Programs. (WOW and Vacation Bible School)
  - Recruits, trains and guides volunteers to support and expand Children's Ministry on Wednesday nights.
  - Communicate and facilitates the nightly schedule to volunteers.
  - Teaches the Large Group lesson. Can organize and equip volunteers to teach when needed.
  - Leads children and volunteers in worship time.
  - Constant communication and oversees volunteers.
  - Reports concerns of students and volunteers to the Director.
  - Helps the Director to establish and maintain age appropriate curriculum standards and benchmarks and assures compliance
  - Maintains presence and accessibility to parents, staff and volunteers.
  - Conducts parental/student/volunteer tours
  - Assists program(s) enrollment process.
  - Assists in 5th/6th grade Lock-Ins, Christmas Extravaganza, and any additional tasks required for children's ministry
- B. Vacation Bible School
  - Assists program enrollment process.
  - Assists in preparations and oversees activities of site rotation(s).
- C. Assures Children's Ministry Programs operate as a Christ-centered ministry
  - Emphasizes mission and vision of Children's Ministry in all interactions with parents, volunteers, staff and students.
  - Oversees WOW curriculum, volunteers, and program, making sure that it is Christ-centered.
  - Implements program changes consistent with the mission and vision of Student Ministry in an effort to assure program vitality and encourage interest.

D. Adheres to all safety policies and procedures.

- Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
- Maintains a safe working environment and practices safe working habits.
- CPR certified or willing to become certified.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

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Signed

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Date

**MISSION**

*Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.*

**VISION**

*"Getting Our Hands Dirty for the Cause of Christ!"*

**VALUES**

