



# COASTLINE

## — BIBLE CHURCH —

### **Coastline Kids Director - Position Description**

#### ***Overview***

Coastline Bible Church is a growing non-denominational church located in beautiful Ventura, CA. Our mission is “helping people find and follow Jesus.” Coastline started in 1922 and has been a candlestick church in our community. Our church relaunched in March of 2019 and we are currently rebuilding what God established about a century ago. The function of this part-time position (20-25 hours per week) is dedicated to: helping people find and follow Jesus.

#### ***Primary Duties and Responsibilities***

- Lead children (infants through fifth grade) and their families to follow Jesus
- Recruit, train, and empower a team of volunteers to minister to kids and families
- Create quarterly events with the goal of connecting the unchurched to Coastline
- Provide resources for parents and families as needed
- Welcome new families and assist them in their check-in process on Sunday morning
- Recognize first-time guests by sending information about Coastline to their home
- Maintain regular communication with Coastline Kids leaders in order to build ownership
- Lead creative team meetings in order to implement our Orange strategy
- Create systems and events to thank and appreciate Coastline Kids leaders
- Work with Lead Pastor on Baby Dedication Services
- Oversee the Coastline Kids budget to accomplish our mission and vision
- Participate in staff meetings and other meetings as scheduled
- Oversee communication between the church, children and families
- Be available for other tasks assigned by the Lead Pastor

#### ***Qualifications***

- Have a personal relationship with Jesus Christ: desiring to grow in His love and knowledge
- A commitment to helping people find and follow Jesus
- Agree with the mission, vision, core values and doctrine of Coastline
- Strong communications skills (verbal/written and speaking/listening)
- Relational; a person who likes working with people of all ages
- Maintains confidentiality and professionalism
- Has a solutions-oriented approach to problem solving
- Be a team player (work with staff, elders, leaders and people in the church)
- 4-year degree is preferred but not required
- Good working knowledge of technology
- Excellent interpersonal skills

#### ***Accountable to***

Lead Pastor