

Alliance Bible Fellowship—Little Alliance Coordinator

Overall Objective:

The Little Alliance Coordinator will encourage families and children of Alliance to be engaged in an intentional process of becoming fully devoted followers of Jesus Christ.

Will coordinate all activities for: Nursery (0-2 years old), Preschool (3-5 years old), and Kindergarten.

Position Type:

Part Time: 25 hours per week

Essential Duties and Responsibilities

- Partners with the Children's Ministry Pastor to form a cohesive vision for the family ministry at Alliance.
- Recruit, screen, and train volunteers for nursery and prek ministries as well as provide ongoing shepherding, encouragement and recognition. Continuously build a team of volunteers who see their activity as gospel ministry to children.
- Administrator for Little Alliance on Sunday mornings including the Nursing Mothers Room
- Maintains an environment that is safe, clean, organized and relevant environment for every child in Little Alliance.
- Administrator for Child Dedication classes and finalization before dedication dates.
- Build, maintain and organize inventory in both Little Alliance and supply room downstairs
- Works with Children's Pastor to choose and edit a specific curriculum with the appropriate activities best suited for each grade level.
- Directs seasonal and annual events for preschool families
- Partner with the Director of the Mother's Morning Out program to include promotion, recruiting workers and preparing rooms for a safe environment.
- Maintain clear communication with the parents and volunteers through emails, text and using the HUB for schedules, planning, needs, forms, etc.
- Recruit, screen, train, and assign all childcare paid workers for all ministries.
- Coordinate childcare for all events and activities within the church.
- Partner with Women's Ministry Director to develop and support the Blueprint ministry.
- Model the love of Christ to the children and teaching staff, by praying for them, developing relationships, listening to their concerns, needs, joys and accomplishments

Position Requirements:**Time Requirements:**

- The Little Alliance Coordinator will necessarily have to work some evenings and other irregular hours in order to fulfill the responsibilities. The coordinator will attempt to schedule as much time as possible to be at the church during normal business hours.
- The coordinator will be on call as necessary for emergencies.

Qualifications:

A Committed Christian with a Vital and Growing Walk – A person who is committed to leading a personal lifestyle of study and worship.

Someone with a passion to see children come to faith in Jesus Christ and growing in their faith.

In agreement with The Christian and Missionary Alliance Doctrinal Statement and the ABF Expanded Doctrinal Statement, and a willingness to be licensed. Must be or become a member of Alliance Bible Fellowship.

Reports to:

Children's Pastor

Apply:

Email resume and cover letter to abffice@abfboone.org.