

Ministry Job Description

Title	Children's Ministry Coordinator
Reports To	Executive Director
Status	Part-Time with limited hours during school year, increased hours during summer camp
Schedule	School year: Varies Summer: Monday–Friday, 8:30 AM–4 PM (June and July); other times as needed to complete duties

Summary

The Children's Ministry Coordinator works directly with parents, children, and counselors who will be involved in the Camp Roberts summer day camp. There are six weeks of camp, and one week before camp for training and preparation with counselors. Ages range from Kindergarten through 6th grade.

During School Year

- Maintain contact with children who attend camp and their families
- Hold occasional weekend activities at camp
- Prepare for upcoming summer camp
- Recruit camp counselors
- Coordinate volunteer activities

During Summer

- Coordinate distribution of camp registration forms
- Handle calls on provided phone and register children for camp, track numbers registered and maintain waiting list
- Plan pickup routes for vans and assign two counselors to each route
- Plan daily activities, such as chapel, games, and indoor and outdoor recreation
- Work closely with camp counselors to create a safe and fun environment where children are shown God's love
- Connect with campers; be available to listen to them, answer questions, and discuss God's word with them
- Maintain order and structure throughout the day

Skills and Qualifications

- Must exemplify and model Christian behaviors and values, and be in agreement with the Lima Rescue Mission Statement of Faith
- Able to clearly articulate the gospel message
- Van drivers must have driving record that is acceptable to our insurance provider
- Must be available for scheduled activities
- Complete a background check with no offenses that would prohibit working with children

Lima Rescue Mission is a privately funded non-profit, evangelical Christian organization. As a Christ-centered ministry, we are dedicated to sharing the gospel and helping the poor and homeless. Lima Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees have a personal relationship with Jesus Christ and be in agreement with our Statement of Faith. Employees are encouraged and expected to share the gospel and their testimony as opportunities arise.