



POSITION: Pickerington NEXT Jr. Coordinator | **REPORTS TO:** Pickerington NEXT Director

PURPOSE STATEMENT: To help people live Jesus-centered lives by creating an environment for children from birth through preschool at the Pickerington campus to help build relationships that point kids to Jesus through a partnership with parents.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Part-time, 15-20 hours weekly (including weekend services)

POSITION RESPONSIBILITIES

- Manage NEXT Jr. and Preschool environments, including monthly theme/decor, and maintain a level of excellence in cleanliness and organization.
- Organize and distribute the curriculum received from the NEXT Central Services team, including editing lessons, gathering props, and assembling materials.
- Planning and execution of campus-specific events (Baby Dedication, FX, etc.) and assist with the execution of church-wide Family Ministry events.
- Recruit, equip, train, schedule, and develop NEXT Jr. and Preschool volunteer teams and leaders via orientation, resources, and ongoing support.
- Mediate and resolve conflicts/challenges that may arise within your area of responsibility.
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Passion for the local church focused on reaching a local community.
- Honors and models the Grace Staff Code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same.
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living.
- Commitment to the Grace Code and Statement of Faith through Partnership.
- Organized and detail-oriented.
- Self-motivated.
- Display high EQ skills.
- Be an excellent developer of people.

PERFORMANCE MEASURES

The NEXT Jr. Coordinator knows that they are doing a great job when NEXT Jr. and Preschool are adequately staffed and possess a healthy team culture.

- Increase NEXT Jr. attendance (3%; 5%; 7%).
- Reinstate volunteer huddles to increase ownership (shown by attendance - 75%; 85%; 95%).
- Quarterly surveys for families to evaluate family perspective of NEXT weekend services and events.