



LifeBridge Kids Packaging Coordinator

LifeBridge Christian Church

"To lead people in a growing relationship with Jesus."

I. POSITION TITLE

LifeBridge Kids Packaging Coordinator

II. GENERAL DESCRIPTION

Coordinates and implements curriculum for LifeBridge Kids ministries.

III. KNOWLEDGE AND EDUCATIONAL REQUIREMENTS:

- a. Desire to serve Family Ministry
- b. Efficient organizational skills
- c. Prompt and consistent communication with staff and volunteers
- d. Desires to work in a team environment
- e. Strong work ethic, habit for initiative taking, ability to problem solve, and leadership skills

SPECIFIC DUTIES:

- a. Manage, lead, and shepherd a team of volunteers.
- b. Package curriculum with team once a week
- c. Distribute curriculum to volunteer leaders each month
- d. Encourage and appreciate volunteers.
- e. Recruit and train volunteers.
- f. Coordinate alterations in curriculum with LifeBridge Kids team.
- g. Create curriculum supply lists of what is needed each month and complete shopping.
- h. Take inventory of ECH and Elementary supply closets and keep stocked.
- i. Print and label master copies of curriculum monthly. Ensure all printing and copying is finished in a timely manner (high capacity volunteer position).
- j. Prepare any curriculum that needs to be cut, collected, or prepared before packaging with volunteer team.
- k. Un-package curriculum bins each week and maintain Resource Rooms

- l. Ensure Resource Room is stocked and organized with necessary weekly ministry supplies
- m. Complete weekly expense reports and manage to LifeBridge Kids Small Group Supplies budget.
- n. Print coloring pages from weekly curriculum.
- o. Attend weekly meetings and devotions with the Family Ministry, LifeBridge Kids or All Staff team as directed.
- p. Support LifeBridge Kids staff with shopping needs.
- q. Utilize the following programs: Microsoft Word, Microsoft Excel, Google email, Google docs, Google sheets, First Look/252 Curriculum.
- r. Participate in large Family Ministry Team Events/All Hands on Deck as directed.

ORGANIZATIONAL RELATIONSHIPS

Work with: Supervisor (Chris Meyer), Volunteers and LifeBridge Staff

Employment Classifications

- a. Category: Part-time
- b. Number of Hours: 16-20 Weekly
- c. Exempt/Non-Exempt: Non-Exempt
- d. Employee Class: Office
- e. Sundays Required?: No

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.

LifeBridge Christian Church is a religious organization and reserves the right to hire based on the basis of religion.