

AWANA Coordinator

Title: AWANA Coordinator	FLSA Status: Exempt (Salary)	Ministry Hours: 20 hours weekly (11 months-off July)
Reports to: Family Ministry Director	Department: Support Staff	Employment Status: Part-Time
Supervisory Responsibilities: Yes	Location: Rich Fork Baptist Church, Thomasville, NC	Date Created/Last Evaluated: 03/25/2020
<p><i>Objective</i></p> <p>The AWANA Coordinator will be responsible for leading the AWANA ministry at Rich Fork Baptist Church for preschool and elementary aged children. The AWANA Coordinator will report to the Family Ministry Director and would work alongside the current Family Ministry Director to collaborate for a cohesive ministry.</p> <p>The AWANA Coordinator should be zealous for God's word and will. The AWANA Coordinator should have a passion for families and children to grow in the knowledge of His word through the AWANA program. The AWANA Coordinator should be driven to bring a clarity and unity over the program as a whole. The heartbeat of AWANA is scripture memory that is integrated with fun and purposeful relationship building. It is essential that the AWANA Coordinator strives to engage and encourage volunteers to be committed to making His Word known.</p>		
<p><u>Qualification Requirements</u></p> <p><i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><i>It is expected that the AWANA Coordinator will work a minimum of 20 hours per week. Evening and weekend work will be required as job duties demand.</i></p>		
<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> • Follower and disciple maker of Jesus Christ who is deepening their personal relationship with Jesus Christ and modeling this to others • Experience working with children • Must have a passion for children, families and volunteers • Ability to teach, develop strategy, solve problems, and plan • Excellent communication skills • High energy 		
<p><u>Preferred Qualifications</u></p> <ul style="list-style-type: none"> • Previous children's or family ministry experience • Experience in volunteering with children's ministry programs • Experience leading volunteers 		
<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • Leadership • Teamwork • Communication • Ongoing Spiritual Maturity 		
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Work directly with and report to the Family Ministries Director • Provide and develop a long & short term vision plan for AWANA • Establish AWANA ministry goals and map out plan to achieve goals • Build an AWANA Leadership team for Pre-School and Elementary • Oversee GO team members and ensure proper planning and preparations (including age group leaders, games leader, large group leaders and incorporation of monthly mission focus, record keeping, etc.) 		

- Communicate weekly with Leadership team/Directors
- Recruit and assign volunteers; request completion of background checks
- Provide quality and impactful trainings to equip volunteers
- Provide regular communication to parents
- Manage registration information and progress reporting
- Order curriculum material and supplies
- Evaluate program costs; manage funds for scholarship, store costs, etc.
- Implement promotion plan, including church publicity, social media and communication with the AWANA Corporate office
- Provide calendar dates for the year (Coordinate with Family Ministry Director, Pre School Director, and Staff)
- Setup for Wednesdays; including room assignments, providing supplies, table activities and registration areas
- Implement Check-in plans
- Be available on Wednesday nights to support your AWANA volunteers
- Be the Rich Fork liaison with the area AWANA missionary
- Preside at AWANA Leadership team meetings before and after Clubs

Spiritual Development

- Must be a committed, practicing born again Christian
- Exhibits the fruit of the Spirit (Galatians 5)
- Practice and teach personal evangelism
- Lives a faithful commitment to prayer and the Word
- Must demonstrate Godly character, personally and professionally
- Exhibits a heart of compassion, humility, is trustworthy, and is a servant
- Recognize the importance of discipleship in growing the depth of students and their families.

Supervisory Responsibilities

- Recruit, train, and lead volunteers in the AWANA ministry

Staff Church Relationships

- Develop and maintain relationship with church members and staff
- Weekly meeting with Family Ministry Director
- Attend weekly staff meeting
- Keep emails and calendar current
- Gain understanding of Planning Center Database and Ministry Software
- Communicate plans & strategies across departments & to the leadership team
- Promote, support and abide by Rich Fork Personnel Handbook

Training

- Attend training as needed for continued growth and development as related to curriculum, programming, discipleship

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must lift and/or move up to 30 pounds.

Work Conditions

Majority of this position is worked inside an air-conditioned office and worship facilities. Limited travel is expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.