



Position: CornerKids Volunteer Coordinator- 20 hours a week

Purpose: CornerKids Ministry helps kids (infants to 5th grade) achieve its mission of “Helping Kids Know Jesus” by assisting the Director of CornerKids and CornerKids leaders.

As the CornerKids Volunteer Coordinator for Heritage Hill and South Wyoming campuses, you will oversee a team of volunteers serving in infant – 5th grade areas. You will use your skills in team building and servant leadership to manage, support and develop volunteers. You will help lead and live out the mission and values of Cornerstone Church.

Responsibilities

PROVIDE OVERSIGHT AND MANAGEMENT

- Create and communicate multiple volunteer schedules
 - Oversee and confirm scheduled volunteers weekly
 - Create and maintain a sub list and find substitutes as needed to ensure proper staffing
- Oversee volunteer recruitment and training (initial and ongoing)
 - Cultivate relationships with and develop volunteer leaders to serve
 - Coach potential volunteers and grow volunteer ownership in the ministry
- Onboarding new volunteers and set up training
- Oversee and manage CornerKids Welcome Desk, including training and recruitment of volunteers
- Ensure all volunteers in CornerKids have a current background check on file before scheduling

CURRICULUM COORDINATION

- Help maintain CornerKids Preschool & Elementary curriculum supplies
 - Fill weekly curriculum totes with supplies and deliver totes to classrooms prior to Sunday services
- Download ProPresenter/Playlister for weekly programming

MANAGE CALENDARING AND EVENTS

- Create and maintain summer schedule
- Participate in planning and execution of MEGA Kids Camp at 84th St. (our largest, yearly event held in the summer)

WORK WITH INTERNAL/EXTERNAL PARTNERS

- Participate in monthly meetings with Director of CornerKids
- Participate in monthly meeting with CornerKids ministry team (all campuses)
- Participate in regularly scheduled staff meetings/gatherings
- Recruit & work with Volunteer leaders

SKILLS/REQUIREMENTS

- Must know Jesus Christ as their Lord and Savior
- Must be a regular attendee of Cornerstone Church
- Willing to commit to supporting God’s work at Cornerstone through prayerfully considered financial generosity
- Passion for God and kids
- Terrific people skills with an ability to inspire volunteer leaders
- Willingness to learn and grow professionally
- Ability to prioritize, multi-task, be detail-oriented, and flexible
- Good written and verbal communication skills
- Basic proficiency in Windows and willingness to learn other applications

EDUCATION

- Experience preferred in ministry, administration, communications, or related field
- H.S. Diploma or equivalent