



*An opportunity to experience grace, grow in faith, and make an impact – for where you are.*

**TITLE OF THE POSITION:** Family Life Coordinator  
**REPORTS TO:** Campus Pastor – North Aurora  
**ROLE TYPE:** Part-time  
**HOURLY EXPECTATION:** 20 hours per week

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### **General Description**

The Family Life Coordinator is a part-time position and will provide support to the Campus Pastor and family ministries at the North Aurora Campus, by leading and organizing key programming at the campus level. This position is a vital part of delivering ministry programming that is aligned with Chapelstreet Church's vision to help our children and families experience grace, grow in faith, and make an impact for where they are.

### **Responsibilities**

Working under the leadership of the Campus Pastor and the Director of Chapelstreet Kids, the Coordinator will serve our children and families by designing and executing effective Sunday morning ministry as well as other family ministry events and programs.

The duties include but are not limited to:

- Coordinate and execute all Kids programs on Sunday mornings
- Recruit and coordinate all volunteers, including teachers, providing timely communication to them about program details
- Support the implementation of curriculum that is provided by central ministries
- Ensure volunteers are prepared with the week's lessons and related activities and that the rooms are ready for use
- Maintain meaningful connection and communication with parents about program activities
- Represent the priorities of centralized family ministry in ongoing North Aurora staff meetings
- Participate in Chapelstreet Kid's meetings and events and represent campus specific concerns
- Grow the impact of Chapelstreet North Aurora in our neighborhood through consistent engagement with community partners, schools etc
- Support any other campus need when requested

## Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Embracing the Chapelstreet Church's statement of faith and ministry vision
- Through personal experience, has passion for children and Kids Ministry and proven ability to lead in that environment
- Strong initiative and ability to work with minimal oversight
- Strong program leadership skills including ability to attract, recruit, and develop volunteer leaders
- Strong communications skills, able to convey Biblical lessons in relevant, fun, and creative ways
- Strong administrative skills, with an ability to ensure details are addressed while maintaining focus on program vision
- Highly relational with the ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Passion for ministering to children and belief in resourcing families as the primary disciples of their children.
- Dedicated to becoming an active member of Chapelstreet Church

*As Chapelstreet Staff, we believe in the values of:*

*Go to the Park \* One Team \* Trust the Net \* Build Your Bench \* Cover All the Bases*