

Job Description for Program Coordinator

of Kids' Life Bible Clubs

Broad Responsibilities

- Develop and maintain the curriculum and other teaching materials.
- Equip, train, motivate and encourage volunteer teachers and helpers.

Specific Responsibilities and Duties

- Maintain all teaching materials to ensure that they are relevant and present sound Biblical truths.
- Organize and conduct an annual kick-off training event for teachers and helpers.
- Collaborate with teachers to assess revisions to the curriculum.
- Provide orientation and training for new volunteers.
- Take advantage of opportunities to motivate, encourage and thank volunteers.
- Manage volunteer applications.
- Support Chapter Steering Committee meetings as necessary.
- Report to the Executive Director and help promote effective staff communication and coordination.
- Assist the Executive Director in promoting new clubs and with other ministry tasks, time permitting.

Required Qualifications

- Has an evident love for Jesus Christ and testifies to His Lordship in her/his life.
- Experienced teaching elementary school children.
- Passionate about children's ministry.
- Mature Christian, thorough knowledge of the Bible, in agreement with KLBC statements of belief.
- Good communication (written and public speaking) and people skills.
- Computer literate and experienced with Microsoft Word.
- (not required, but helpful) College degree, licensed elementary school teacher.

Job Benefits

- Hourly, based on 16 hours/week, compensation commensurate with education and experience.
- Two weeks paid vacation annually; in-office work hours are flexible, but must be negotiated.
- Travel within West Michigan is expected, mileage reimbursement is available.

Kids' Life Bible Clubs (KLBC) is a non-profit 501(c)(3), non-denominational, Christian ministry that brings the Good News of Jesus Christ to elementary school children in the West Michigan area through after-school Bible Clubs.

Statements of Belief

We believe that the Bible is the inspired and infallible revelation of God.

We believe in one eternal God who is revealed in three persons (Father, Son, Holy Spirit).

We believe that Jesus Christ is the Son of God who paid for our sins by dying and rising again.

We believe that the Holy Spirit regenerates believers' hearts.

This ministry started in 1962, and is currently located at 2110 Enterprise St SE, Grand Rapids, MI 49508.