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**Church: Vox Veniae (Austin, TX)**

**Position: Children's Ministry (Greenhouse) Coordinator**

**Category:** Part-time; 20 hours or less (TBD)

Pay based on experience

**Supervisor:** Weylin Lee

**Greenhouse's Desire:**

The Vox children would learn and grow in an environment that fosters wonder and imagination of Scripture and its Narrative, and respond with living missional lives from a young age.

**General Responsibilities:**

- Determine and maintain a curriculum for children's classes that align with the Greenhouse vision. Greenhouse currently uses Godly Play, a Montessori method of exploring Scripture.
- Maintain a safe and clean atmosphere for children and parents. Keep all Greenhouse rooms and materials organized and in place.
- Provide children with intentional opportunities to learn along with the entire Vox community.
- Recruit and train volunteers in their different roles, and provide training for working with special needs children as necessary.
- Oversee scheduling and email communication with volunteers.
- Assist in helping parents to become spiritual influences for their children.
- Share vision and values regularly and set example for teachers and volunteers.
- Advocate for the place of children and children's ministries in the church community.
- Monitor and communicate the needs of Greenhouse, including resources and volunteers, to the staff and Navigation team as necessary.
- Plan for and help coordinate special events such as Advent, Lent, Easter, Mother's Day, Father's Day, etc.
- Welcome and acquaint new families and visitors.
- Be familiar with children in Greenhouse and their families.
- Keep all children's information on file current.
- Perform background checks on teachers.
- Help plan family events with the Vox community.
- Work with middle school leads and provide assistance as necessary.
- Other job duties and responsibilities as assigned.

**Qualifications:**

- Must be a believer and follower of Jesus, and demonstrate integrity, grace, and commitment to the Vox community.
- Must have an understanding of the core ethos and values of Vox.
- 3+ years previous experience in the teaching field or working with children
- Demonstrate knowledge of children's spiritual development and innovative approaches to children's ministry.
- Strong interpersonal, communication, management, organizational, and problem-solving skills required.
- Previous experience as a children's ministry coordinator or director a plus.
- Undergraduate degree in child development or education a plus.

**To apply, please submit a letter of interest, resume and 3 references to [applications@voxveniae.com](mailto:applications@voxveniae.com).**