



**POSITION JOB DESCRIPTION  
ASSISTANT PROGRAM COORDINATOR  
MAIN CAMPUS**

The Kids Club Assistant Program Coordinator (APC) assists the Program Coordinator with program preparation and implementation. The APC exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle.

**JOB DUTIES AND RESPONSIBILITIES**

1. Create, plan, and implement Kids Club (KC) program
2. Connect with and working closely with grade-level teachers & administrative staff at the schools to meet the needs of the referred students
3. Facilitate the registration process for referred students
4. Inform & train campus volunteers on program processes
5. Connect with families of Kids Club students
6. Create and foster an exciting, motivating, safe atmosphere for learning
7. Nurture children's spiritual foundation through prayer, Bible instruction, songs, and teaching during PowerHouse
8. Plan and implement program games/activities/celebrations (especially 5<sup>th</sup> grade graduation)
9. Assist with disciplinary issues and contact parents when necessary
10. Assist with dismissal
11. Create and email the updated weekly roster to school
12. Execute program if Program Coordinator (PC) is absent
13. Anticipate Program Coordinator's needs and execute them
14. Oversee Coaches in Coordination with the Program Coordinator
  - a. Equip them to lead a classroom.
  - b. Schedule & assign jobs to coaches, especially at end of day
  - c. Serve as "point person" for campus' coaches
  - d. Communicate with coaches in person, through text and via email
  - e. Foster an environment that creates a positive experience for coaches (celebrations, training, challenging them)
  - f. Monitor and approve timecards

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15. Assist students with homework, lead Team Time with structured activities, support reading activities

## **QUALIFICATIONS**

1. Job related experience in ministry, education, or missions
2. Love for children and ability to hold strong and consistent boundaries
3. Ability to lead and train people from all backgrounds, all ages
4. Flexible
5. Organized
6. Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers

All NBCM positions will support the mission of New Braunfels Christian Ministries to share the love of Christ by investing in people. In addition to the job responsibilities above, this person may be asked to complete additional duties as directed by the Kids Club Leadership.

## **TEAM QUALIFICATIONS**

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how their job duties affect the vision of the whole program and its stakeholders- donors, foundation partners, volunteers, clients, staff, community partners and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

## **EDUCATION AND EXPERIENCE**

1. High School Graduate
2. Job-equivalent experience

## **SKILLS**

1. Proficient in basic computer applications, such as word processing, spreadsheets (basic), and email usage
2. Experience with or willingness to train in Planning Center database
3. Record-keeping skills
4. Organization and planning skills
5. Classroom behavior management skills

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## **CAPABILITIES**

1. Conduct all relational and task interactions with professional respect
2. Conduct oneself in a calm and professional demeanor when dealing with difficult situations
3. Effectively communicate orally, electronically, and in writing
4. Filter information as confidential, reportable, or necessary for communication according to federal law and NBCM policies
5. Effectively manage a wide array of tasks, projects, and responsibilities
6. Work productively in an unstructured environment with frequent interruptions
7. Work well with a diverse group of children, staff, volunteers, and donors
8. Engage with KC families in a kind & respectful manner

## **TIME COMMITMENT (\*)**

1. Estimated day/Hours are generally,
    - a. Monday-Thursday 2:30pm-6pm is required on assigned program days
    - b. 20-30 hours per week
    - c. Office hours between 9am-6pm (flexible office hours)
    - d. Part-time, 38 weeks per year (August-May)
  2. Must be available for meetings, special events and training, as well as recruitment opportunities, as needed
  3. Must attend all staff meetings
  4. Must be willing to adjust hours to accommodate the needs of the ministry
- (\*) Hours are subject to change at the discretion of the Director.*

## **ENVIRONMENTAL/WORKING CONDITIONS**

1. Most work will be completed in a professional office setting
2. Some work will be completed at program sites and, at times, in outdoor settings

## **PHYSICAL/MENTAL DEMANDS**

1. Standing, sitting, walking, bending, stooping, twisting, climbing, running
2. Occasional stress from dealing with multiple tasks
3. Occasionally lift and carry up to 20 pounds
4. High physical activity level

## EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand this Job Description. I agree to perform to the best of my abilities the functions and duties described herein, with or without reasonable accommodation. I understand that this Job Description does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described in this Job Description are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

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Employee Signature

Date

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Employee Name (Printed)

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Supervisor Signature

Date

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