



JOB POSTING KIDS CLUB ASSISTANT PROGRAM COORDINATOR

Do you enjoy working with kids and want to make a difference?

New Braunfels Christian Ministries (NBCM) is currently seeking an energetic, passionate, ministry-minded Assistant Program Coordinator (APC) for Kids Club programming. APCs invest in elementary-age kids through implementing activities that help students develop spiritually, academically, socially and physically.

- Impactful work with like-minded peers
- Fridays and weekends off
- Holiday breaks (*) -Thanksgiving, Christmas, Spring Break
- Seasonal (August thru mid-May)

(*) Kids Club program days follow NBISD and Comal ISD holiday schedules

The Kids Club APC supports the Program Coordinator by assisting with program preparation and implementation. The APC helps to:

- Lead a fun, creative, safe environment for learning, play, and growth
- Lead and grow spiritual foundations through PowerHouse (chapel)
- Supervise interactions with students to ensure program success
- Facilitate behavior issues as needed
- Execute program if Program Coordinator is absent

MISSION: To share the love of Christ by investing in people.

EDUCATION AND EXPERIENCE

- High School Graduate
- Experience with children in ministry, education, or missions

SKILLS

- Engage with children in a manner that fosters acceptance and security
- Communicate effectively and professionally with children, parents, staff, and volunteers
- Exhibit good time management skills
- Proficiency in Microsoft Office Suite

CAPABILITIES

- Conduct oneself in a calm and professional demeanor
- Filter information as confidential, reportable, or necessary for communication according to federal law and NBCM
- Work well with a diverse group of staff, volunteers, and students
- Demonstrate self-initiative

All employment at NBCM is "at will" except in cases where a valid written employment contract is in effect. Employees will be terminated at any time for any reason. This document is not a contract for employment.

TIME COMMITMENTS

- Generally 30 hr/wk; Mon-Thurs, 10:00-6:00pm
- Must be available for team meetings, special events and trainings

To apply, visit: <https://nbcem.org/employment/>

Pay rate: \$16.00/hr

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