



Staff Job Description and Responsibility

Title	Kids' Park Coordinator or Kids' Park Pastor
Reports to	Senior Pastor and Associate Pastor
Purpose of position	<i>To lead our Kids' Park ministry in pursuit of the Oak Park Mission and Vision</i>
Area of Responsibility	Sunday morning Kids' Park programming
Tasks	<ul style="list-style-type: none"> ● Schedule weekly Kids' Park teachers, helpers, and hall monitor using Breeze (church management system). ● Recruit additional teachers/helpers as necessary (with the support of other pastoral staff). ● Train and prepare teachers and helpers for their roles with ongoing internal training sessions. ● Communicate to volunteers and ensure proper sanitization of the Kids' Park rooms and supplies. ● Provide teachers with lessons in advance and ensure there is a consistency in teaching quality. ● Prep activities / materials for Sunday classes and activity packs for kids staying in service. ● Organize and manage the Kids' Park storage and supplies. ● Manage the Kids' Park budget with proper planning and appropriate curriculum and supplies. ● This individual will be willing to step-in if a scheduled teacher or helper are unable to make it (or find a last-minute replacement) ● Oversee the onboarding of new volunteers, liaising with the Office Manager to organize screening steps such as police checks and reference checks. ● Oversee the Safe Church compliance in Kids' Park Ministries

Compensation	20hrs/week at a rate between \$20-\$25/hr (commensurate with experience)
Expectation	This staff member will abide by the <i>Life Style Covenant</i> and <i>Staff Values</i> Policy.
Duration	This is a permanent, part-time role

Please contact lane@oakpark.ca if you are interested.