



Begin Now For Kids Coordinator Job Description

Purpose

Provide general oversight and leadership to Love INC's Transformation Ministry Begin Now for Kids program and program volunteers.

Responsibilities

1. Under the supervision of the Programming Manager, plans, organizes, supervises, and teaches recreational activities in the gym to groups of children ages 3-11.
2. Provides leadership, guidance, counsel, and direction to volunteers; obtains approval for staff support when needed.
3. Motivates volunteers and children to active involvement in programs and activities.
4. Oversees conduct and behavior, preventing altercations and injuries through non-confrontational, non-physical, non-threatening techniques; corrects disciplinary problems in an understanding, positive, and non-physical manner; teaches conflict resolution through the development and use of verbal skills.
5. Ensures compliance with the Begin Now for Kids Guidelines.
6. Participate in meetings and training opportunities as requested.

Qualifications

1. Personal relationship with Jesus Christ and agreement with the Apostles' Creed
2. Knowledge of the methods, techniques, and skills used in planning, organizing, scheduling, and teaching one or more of the recreational activities assigned.
3. Ability to provide leadership and direction to program participants, volunteers, parents, and others.
4. Ability to apply creativity, imagination, spontaneity, humor, perseverance, and a variety of motivational techniques to make activities successful.
5. Ability to communicate effectively and to work productively with participants, parents, volunteers, and others in a positive, pleasant, professional, and productive manner.