

# CHURCH AT VIERA

Job Description Form



Job Title	Children's Production Coordinator		
Reports To	Elementary and Preschool Children's Director	Rev	Date Approved:
		1	June 9, 2021

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

## PURPOSE OF POSITION

The CAV Kids Production Coordinator will provide leadership in all children production environments including creating, preparing, and executing all large group experiences to ensure continuity with the Family Ministry Vision.

## JOB RESPONSIBILITIES

- Lead a team that executes preschool and elementary large group experiences
- Schedule and manage large group team members for both preschool and elementary
- Oversee the creation of weekly scripts and programming elements of large group experiences
- Create or provide props and show elements required for large group experiences
- Recruit production team members
- Develop production coaches including meeting with them monthly
- Ensure regular trainings of production team takes place
- Work with CAV Production Team to ensure technology support as needed
- Provide production support for all CAV KIDS special events
- With the assistance of the CAV Production team, regularly assess the production equipment to ensure that everything is functioning to appropriate standards of excellence

## EDUCATION

Will preferably have a Bachelor's degree in a related area of study from an accredited university and/or equivalent church ministry experience.

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**EXPERIENCE**

Must have a minimum of 3 years of experience in children's ministry with demonstrated leadership abilities and strategic ministry management. Experience in a large church setting with a minimum weekend attendance of 500 is ideal.

**SKILLS**

- Must be a Christian and fully support the philosophy of the CAV and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to the families, volunteers, and students with which he/she interacts.
- Strong interpersonal skills with the ability to relate to today's family culture.
- Able to execute strategic ministry.
- Gifted in leadership, management, program development, and team building.
- Able to work efficiently and effectively in team situations is critical, as well as the ability to work independently and accomplish tasks with minimal direction.
- Possess solid time management skills and organizational abilities, the ability to coordinate several activities at once and quickly analyze and resolve specific problems.
- Must be creative, high energy, hard working, and possess the ability to motivate others.
- Ability to protect the reputation and integrity of CAV and its participants through strict confidentiality.
- Ability to confront areas of concern with paid staff and volunteers.
- Basic computer skills in utilizing a network and use of Microsoft Applications, Apple products and ProPresenter.