



Job Description—VV Preteen Worship Coordinator

Position Summary: This role provides support for student ministry worship arts on the Victorville site. They partner with the Kids and Productions teams as that work relates to the Kids Ministry on the Victorville campus.

Principal Working Relationships: This position reports to the HDC Preteen Assistant Director.

Duties and Responsibilities include, but not limited to:

- Cast vision for worship in kids ministry, specifically preteen ministry
- Assist in the recruiting of musicians and vocalists
- Offer ongoing support and training for those recruited volunteers
- Appreciation for those recruited volunteers
- Partner with the Kids Ministries and Productions teams for programming
- Provide leadership for kids team rehearsals
- Prep midweek set details including lead sheets, track building, and Planning Center
- Participate in leading worship for adult services as needed
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4)

Position Qualifications:

- Able to lead multiple teams to collectively meet deadlines while managing multiple projects
- Must be a proactive self-starter, creative problem solver and team player
- Basic knowledge of Microsoft Office applications such as Word, Excel, PowerPoint, etc.
- Working knowledge of PlanningCenterOnline
- Working knowledge of Ableton

Physical Demands: The Preteen Worship Coordinator is required to: stand, sit and walk. The Preteen Worship Coordinator is occasionally required to lift and/or move up to 25 pounds unassisted.