

JOB DESCRIPTION

KAHLA Program Coordinator

(Revised 8/20/15)

Mission

KidZ at Heart exists to equip people to reach and teach kids for Christ within their own culture.

Purpose

The KAHLA Program Coordinator oversees all aspects of the KidZ at Heart Leadership Advocates Children's Ministry Certification Program as the point person in securing and implementing MOU agreements with local partners in key regions of the world for the purpose of formal/non-formal training in children's ministry teaching and leadership.

Relationships

The KAHLA Program Coordinator reports directly to the Director of Operations & Mobilization and coordinates regularly with the President (for purposes of MOU procurement) and Director of Training Content & Certification (for purposes of content development and standards). This coordinator also maintains regular contact with key leaders in the universities or organizations with whom KidZ at Heart partners overseas and recruits/maintains a faculty of trainers to assist in the implementation of KAHLA Children's Ministry Certification Program training events (these will often include KidZ at Heart's Regional Coordinators/Missionaries and National Trainers located in-country).

Responsibilities

1. **Spiritual transformation:** Regularly engage in personal spiritual practices, including praying for the staff and volunteers involved with KidZ at Heart, and actively engage in corporate spiritual discernment work with the KidZ at Heart leadership team in an ongoing effort to be a corporate spiritual community dedicated to understanding and pursuing God's will in our lives and ministry.
2. **Personal support:** Assemble and maintain a personal team of supporters who will pray for and financially support the KAHLA Program Coordinator and his/her ministry.
3. **Partnership:** Work with President in securing and implementing memoranda of understanding (MOUs) with accredited universities and/or organizations overseas who will in turn partner with KidZ at Heart in developing and delivering training to regional children's ministry leaders in both formal and non-formal programs.
4. **KAHLA Children's Ministry Certification Program leadership:** Develop vision, strategy, and requirements for the KAHLA Children's Ministry Certification Program including agreeing upon content and goals for in-country training in cooperation with partner organizations.
5. **KidZ training materials:** In cooperation with the Director of Training Content & Certification and KAHLA Children's Ministry Certification Program faculty members, prioritize the development of new training

materials and the revision process of all current materials for both formal and non-formal education programs.

6. **Presenters and professors:** Serve as point person in recruiting, training, and coordinating those who will serve as the teaching faculty, whether using KidZ at Heart’s Regional Coordinators, National Trainers, guest presenters from North America, or other in-country trainers/leaders.
7. **KAHLA Children’s Ministry Certification Program Leadership Teams:** Work directly with denominational leaders within each KAHLA Children’s Ministry Certification Program for replicating training across denominational lines and throughout the country/region.

Classification

The KAHLA Program Coordinator may be either part-time or fulltime and volunteer or paid through raising of support. This is a coordinator-level position exempt from overtime if meeting all other legal requirements.

Qualifications

The qualifications of the KAHLA Program Coordinator include:

- Demonstrated ongoing personal spiritual growth;
- Successful completion of KidZtute/KidZ Live;
- Experience in cross-cultural ministry;
- Proven leadership abilities and a track record in both formal and non-form Christian education training programs/schools;
- An understanding of children’s ministry volunteers and church ministry;
- Excellent verbal and written communication skills.

Time Commitment

In addition to expectations outlined above, Director will need to attend the following meetings:

- Monthly KidZ staff meetings;
- Monthly department meetings;
- Meetings with Director of Operations & Mobilization as needed;
- On-site visits to KAHLA Children’s Ministry Certification Program partner sites as needed;
- Annual “fly-in” staff retreat.

I have received, read, and understand all that is written above in my Job Description.

Staff Member’s Signature

Printed Name

Date Signed