

**Title:** Kids Ministry Coordinator

**Exemption Status:** Exempt

**Department:** Kids

**Reports to:** Kid's Ministry Director

**Regular or Seasonal:** Regular

**Full-time or Part-time:** Full-time (40 hours/week)

**Position Overview:**

The Kids Ministry Coordinator supports and strengthens the Kids Ministry by recruiting, scheduling, and developing the volunteers and serving teams that make Kids ministry possible. At its core, this is a people-building role. The coordinator is passionate about developing volunteers as disciples, investing in the people entrusted to Kids Ministry so they grow in their faith as they serve.

This person thrives on both the relational and operational sides of ministry and will work closely alongside the Kids Ministry Director. Together, they will serve and lead a dedicated team of volunteers to ensure every family with children from birth through 5th grade is served with excellence in a safe, engaging, and Christ-centered environment.

**Key Responsibilities**

**Serve Team Recruitment, Coordination, and Development**

- Build and sustain a healthy volunteer pipeline by casting vision for serving the next generation and inviting people into that call.
- Assist the scheduling of all weekend and midweek serve teams, ensuring every room and role is filled, staffed, and fully supported for each service.
- Responsible for leading curriculum and classroom preparation, guiding the midweek serving team through tasks such as printing materials, preparing supplies, and setting up/cleaning up ministry spaces to a standard of excellence.
- Organize a weekly pre-service huddle to connect, encourage, and prepare volunteers for the weekend experience.
- Be available for volunteer questions, needs, and last-minute coverage, problem-solving with a "can-do" attitude and be actively present on Sundays.
- Meet regularly with volunteers one-on-one to build relationships, offer encouragement and spiritual care, and identify opportunities for growth, investing in them as disciples, not just workers.
- Utilize and maintain ministry scheduling systems to organize and mobilize volunteers efficiently across all teams.

## Administration & Operations

- Maintain accurate records for volunteer scheduling, attendance, and first-time family tracking.
- Build & maintain administrative workflows including volunteer onboarding, monthly birthday cards, Kids event scheduling, and service logistics (registrations, calendar setup, etc.).
- Ensure all safety and security measures are in place and all volunteers are compliant with church policies and procedures.
- Alongside the Kids Ministry Director, participate in the planning of Kids Ministry events, VBS, and family ministry programming throughout the year.
- Provide administrative support to the Kids Ministry Director and serve in other ministries as needed.

## Key Competencies & Behaviors Desired

- Have a personal and growing relationship with Jesus Christ.
- Ability to share the Gospel and explain what CityLine Bible Church believes.
- Ability to pray with other employees, guests, and members of the church.
- Be an active, engaged and accountable member of a community group.
- Communicates in a manner that gains the trust and support of others at all levels.
- Works effectively with others despite differences of opinion and style; builds alliances.
- Strives for collaboration. Works cooperatively, as a positive contributor to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Makes decisions appropriate for level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
- Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
- Works well under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
- Recognizes problems, constructively identifies and articulates solutions.
- Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.

## Qualifications

### Our ideal candidate will have the following:

- Three to five years of experience working with kids in a ministry context or Bachelor’s degree in related field with two years

- Vibrant and healthy spiritual life with a heart to see the next generation come to thriving faith in Jesus.
- Proficient in general computer skills.
- Ability to recruit, train, and invest in others.
- Ability to lead teams as well as provide basic soul care to families.
- Ability to oversee multiple people and projects simultaneously.
- Ability to read and comprehend instructions and involved correspondence. Ability to write clearly and concisely, can effectively present information in one-on-one and small group situations.
- Solid team player who can play the role of leader and peer in team dynamics.
- Ability to communicate effectively and tactfully at all levels.

**Physical Demands:**

Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Ability to lift, push, and pull items up to 25 pounds.

**Schedule:**

**Sundays: 7 am – 1:30 pm (6.5 hours)**

**Mondays: 9 am – 5 pm (8 hours)**

**Tuesdays: 9 am – 5 pm (8 hours)**

**Wednesdays: 9 am – 5 pm (8 hours)**

**Thursdays: 9 am – 5 pm (8 hours)**