

MIDTOWN CHURCH

KIDS MINISTRY COORDINATOR: PART-TIME

Job Title: Kids Ministry Coordinator, Sacramento Campus
Department: Kids
Employment Type: Part-Time
Start Date: Start Date: As early as October 26, 2026, based on availability
Location: Midtown Church, Sacramento (onsite)

HOW TO APPLY:

[Click here to submit an online application](#) and to upload your resume.

QUALIFICATIONS

- Experience in children's ministry, education, child care, or a related setting.
- Experience supervising or coordinating staff, volunteers, or teams preferred.
- Strong organizational skills and dependable follow-through.
- Ability to lead a team, provide clear direction, and hold others accountable.
- Strong communication and relational skills.
- Comfortable using scheduling and church management systems, including Planning Center.
- Ability to manage purchases, expenses, receipts, and basic budget tracking.
- Strong commitment to child safety and creating a positive experience for children and families.
- Mature Christian faith and alignment with Midtown Church's mission, theology, culture, and values.

PURPOSE OF ROLE:

The Kids Ministry Coordinator supports and coordinates the weekly operations of Kids Ministry at Midtown Church's Sacramento campus. This person provides day-to-day supervision of assigned staff, coordinates volunteers, manages ministry logistics and administrative needs, and helps ensure Kids Ministry is organized, safe, welcoming, and engaging for children and families.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. STAFF SUPERVISION AND TEAM COORDINATION

- Provide day-to-day supervision and direction for assigned Sacramento Kids Ministry staff.
- Coordinate staff schedules, assignments, priorities, and ministry coverage.
- Lead weekly Kids Ministry staff meetings.
- Review and approve timesheets according to church procedures.
- Provide ongoing feedback, support, clarity, and accountability to staff.

- Address routine workflow or performance concerns and escalate significant concerns to the appropriate leader.

B. VOLUNTEER COORDINATION

- Coordinate volunteer schedules, assignments, and serving reminders.
- Monitor coverage and address scheduling gaps with staff and volunteer leaders.
- Support volunteer recruitment, onboarding, screening, and training.
- Ensure volunteers have the curriculum, information, and resources needed to serve effectively.
- Build positive relationships with volunteers and communicate needs or concerns to ministry leadership.

C. WEEKLY MINISTRY AND EVENT EXECUTION

- Work alongside the Kids Ministry team to prepare classrooms, materials, supplies, check-in resources, and ministry spaces for weekly services.
- Ensure staff and volunteers are prepared and assignments are clear before services begin.
- Serve as an onsite point of contact for routine volunteer, family, and ministry needs.
- Coordinate Kids Ministry logistics for additional services, holidays, and church-wide events as assigned.
- Work with Facilities, Security, Communications, and other teams as needed.

D. ADMINISTRATION AND EXPENSE MANAGEMENT

- Purchase approved ministry supplies and resources within established budgets and spending limits.
- Track purchases, organize receipts, and submit expense information according to church procedures.
- Maintain staff and volunteer schedules, ministry calendars, attendance information, and essential records in Planning Center and other church systems.
- Keep key ministry documentation, curriculum, and supply information organized and accessible.

E. SAFETY AND FAMILY EXPERIENCE

- Help ensure staff and volunteers follow established child protection, check-in, pickup, classroom, and emergency procedures.
- Verify that volunteers have completed required screening and training before serving.
- Monitor the overall atmosphere of Kids Ministry and take initiative to help create an environment that is fun, lively, positive, welcoming, and engaging for children and families.

- Welcome families, assist with check-in and classroom placement, and respond to routine questions or concerns.
- Communicate incidents, safety concerns, or significant family needs promptly to the appropriate leader.
- Support established accommodations for children with disabilities or additional needs.

TIME COMMITMENT AND EXPECTATIONS

- Part-time hours established according to ministry needs, including Sunday services and weekday preparation.
- Occasional evening, holiday, or church-wide event assignments.
- Attend regular staff & department meetings.
- 40 hours per week, may include evenings and/or weekends and all-church events.
- Midweek nights, Sunday services, assist at conferences/events as needed.
- Supervisor and teammates should be informed in advance of adjustments to the agreed upon schedule.
- Office hours may be adjusted for weekends or events as agreed upon.
- Week of Christmas & Easter are blackout dates; all staff are expected to work at Christmas & Easter services. Exceptions only provided by direct supervisor in unique situations. *In return for this understanding, we provide a paid week off with all offices & operations closed for one week after Christmas services.*