**MIDTOWN CHURCH**
**RISE45 (4th-5th grade) COORDINATOR: PART-TIME**

| | |
|---|---|
| Job Title: | Kids Ministry Coordinator, Sacramento Campus |
| Department: | Kids |
| Employment Type: | Part-Time |
| Start Date: | Start Date: As early as Dec. 1, based on availability |
| Location: | Midtown Church, Sacramento (onsite) |

**HOW TO APPLY:**
Click here to submit an application and to upload your resume.

---

**Purpose of Role:**
The 4th/5th grade Coordinator will oversee and direct the 4th-5th grade ministry at the Sacramento Campus. This includes oversight of Sunday and midweek programs, development of engaging curriculum and activities, volunteer leadership, communication with families, and managing the ministry's Instagram account. The role also plans quarterly events and Summer Camp experiences that help preteens grow in faith and community.

## I. QUALIFICATIONS

- Strong interpersonal and written communication skills
- Proficient in Microsoft Office and email
- Highly organized; able to manage multiple tasks with confidentiality and professionalism
- Experience working with diverse groups, including staff, volunteers, and families
- Dependable, punctual, and collaborative

## II. KEY RESPONSIBILITIES

### A. PROGRAM LEADERSHIP:

- Oversee and lead the YTH45 ministry at Midtown Church, Sacramento Campus
- Plan and facilitate weekly programs that are engaging, age-appropriate, and spiritually formative
- Develop curriculum, Biblical lesson plans, games, and creative activities tailored to 4th–5th graders
- Coordinate and lead a 4th-5th grade Summer Camp

### B. VOLUNTEER LEADERSHIP:

- Recruit, train, schedule, and care for a team of committed volunteers
- Foster a positive and encouraging team culture
- Provide clear direction, support, and ongoing development for volunteers

### C. COMMUNICATION:

- Maintain clear and consistent communication with parents and guardians via email, Planning Center, and in-person updates
- Serve as the primary liaison between Midtown Church and families of the 4th-5th grade ministry
- Respond promptly to parent inquiries and provide updates on upcoming events and programs
- Manage and create content for the ministry social media account(s)
- Use social media to build excitement, inform, educate, and encourage

**D. EVENT PLANNING:**

- Plan and execute quarterly events for students and families, such as:
  - Friendsgiving
  - Christmas Party
  - Serve Opportunities
  - Meetups
- Ensure events align with Midtown's mission and provide fun, meaningful experiences

**E. COLLABORATION + MEETINGS:**

- Attend and participate in regular Kids department and staff meetings
- Be a positive teammate and contributor to the Kids Ministry Team.
- Collaborate with Family Ministries and other departments to envision and execute broader ministry and church goals

**F. OTHER DUTIES & TASKS AS ASSIGNED BY PASTOR OR SUPERVISOR.**

## III. MISSION CRITICAL QUALITIES/RESPONSIBILITIES

- Proactively communicate, support & fulfill the mission, vision, core values, purposes & goals of Midtown Church.
- Maintain open & frequent communication with supervisor, staff & team.
- A faithful follower of the Lord & member of Midtown Church.
- Lives into the Midtown Church Culture & Values and adheres to the Midtown Church employee handbook.
- Consistently attends Midtown worship services.
- Expresses warmth, care, & respect towards others
- Works well on own, is self-motivated, responsible & takes initiative.
- Has the flexibility & grace to accept & adapt to sudden changes in plans.
- Able to maintain confidentiality and handle sensitive information in a professional manner.

## IV. TIME COMMITMENT

- Attend regular staff & department meetings.
- 12-16 hours or week, Thursday evenings and Sundays mandatory
- Supervisor and teammates should be informed in advance of adjustments to the agreed upon schedule.
- Office hours may be adjusted for 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.*