



## LIVING OAKS CHURCH

### Job Description

**Title:** Kids Ministries Coordinator  
**Supervisor:** Student and Family Pastor

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**Title:** Kids Ministries Coordinator

**Description:** Living Oaks Church is seeking a Kids Ministries Coordinator to coordinate and administrate Kids Ministries programs and activities in order to reach the next generation of kids of our church for Christ. This godly and gifted individual will help develop and maintain a Gospel-centered ministry that seeks to disciple kids from birth through fifth grade, providing personal connection, program coordination, volunteer recruitment, and administrative support for the Student and Family Pastor. This position requires an energetic individual who is ready to coordinate programs alongside the Student and Family Pastor and Kids Ministries Director that engage kids and their families with biblical content and care.

**Purpose:** To coordinate and administrate Kids Ministries in order to maintain healthy and vibrant programs and volunteers that reach kids for Christ in support of the Student and Family Pastor.

**Qualifications:** This position requires the requisite education and experience for the role, including a minimum of three years of volunteer experience with two years in either Kids or Family Ministries.

#### Responsibilities:

##### Program Coordination

- **Kids Programming:** Prepare and organize Kids Ministries classrooms with weekly lessons, crafts, activities, and snacks for Sunday programming. Ensure that each room is properly set up, stocked with supplies, and ready for volunteers on a weekly basis coordinating age-appropriate and grade-specific curriculum for nursery, preschool, and elementary classes.
- **Midweek Club(s):** Establish and maintain midweek club(s) that helps kids and families grow deeper in their relationship with Christ. Identify curriculum options, schedule volunteers, advertise to families, and maintain program schedule during seasons the club(s) is offered.
- **Child Care:** Schedule and provide adequate child care support for the various events and programs of the church utilizing Kids Ministries volunteers and other authorized personnel.
- **Vacation Bible School:** Coordinate and execute annual Vacation Bible School in the summer season by recruiting and developing a team of volunteers that can support the vision and scale of a week-long day-time program for the kids of our church and our community. Provide direction, communicate needs, secure supplies, and execute event in a timely manner.

##### Administrative Support

- **Program Materials:** Inventory and maintain physical supplies for all Kids Ministries programs and activities including Sunday programming and midweek club(s). Purchase and obtain curriculum, crafts, content, and other materials as needed for kids and volunteers.

- **General Communications:** Communicate the needs and details of Kids Ministries programs and activities to parents and volunteers on a weekly basis in a clear and effective manner. Establish and maintain parent update email and other communication platforms establishing an active presence on social media and other engagement with families both inside and outside of the church. Develop and implement marketing plans for special events. Coordinate Kids Ministries calendar with church calendar promoting consistent and healthy communication with church staff, including reporting weekly program attendance to the Office Administrator.

#### **Volunteer Development**

- **Scheduling:** Develop and maintain weekly volunteer schedules in support of Sunday programming, midweek clubs, child care, and special events by communicating with Kids Ministries volunteers and meeting the requirements of our Child Protection Policy.
- **Appreciation:** Plan and produce appreciation events and practices throughout the year that cultivate and appreciate volunteers who serve in the context of Kids Ministries.

#### **Other Duties**

- **Attend** department meetings, office hours, weekend services, and relevant events.
- **Fulfill** other duties for the church as needed and directed by the Student and Family Pastor.

**Supervision:** This position is directly accountable to the Student and Family Pastor, including ongoing supervision, communication, instruction, and review.

**Terms of Employment:** Part-Time Hourly Employee