



## LIVING OAKS CHURCH

### Position 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 development, 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**
- **Administrative Support**
- **Volunteer Development**
- **Other Duties**

**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

#### Application Process

1. Meet the Qualifications Outlined for the Position
2. Agree with Mission, Vision, Values, and Beliefs of Living Oaks Church
3. E-Mail a Copy of Your Resume to [apply@livingoakschurch.com](mailto:apply@livingoakschurch.com)
4. Next Steps Phone Call
5. Complete Candidate Questionnaire
6. Provide Three References
7. Interview with Pastoral Staff
8. Group Interview with Search Team