



Kids Coordinator: Liberty Campus

Job Description:

Lead Discover Kids at the Liberty campus by creating a safe, fun, clean, and dynamic environment where we engage and equip leaders to walk out their calling, parents to lead their kids to know, love, and follow Jesus, and kids to take the next step in their faith journey.

Qualifications:

- Clear evidence of a mature and growing walk with Christ.
- Passion for kids and family ministry.
- Experience leading teams and developing volunteers.
- Experience working in or overseeing children's ministry environments.
- Strong relational, organizational, and communication skills.
- Ability to recruit, train, and shepherd volunteers.
- Walks in accordance with the character qualifications outlined in 1 Timothy 3:8-13 (applicable to men and women).

LEADERSHIP & MINISTRY OVERSIGHT – 60%

- Recruit, train, and shepherd the Discover Kids Dream Team at the Liberty campus.
- Create a safe, fun, clean, and well-organized environment for kids and volunteers.
- Schedule volunteers in Planning Center Online (PCO).
- Organize and distribute weekly kids' curriculum and classroom supplies.
- Provide leadership presence on Sundays, including classroom support and teaching as needed.
- Develop leaders using Discover Church's Leadership Pipeline.
- Collaborate, plan, and help execute Discover Kids events and seasonal experiences (including Summer Pop-Ups, Summer Blast, Child Dedications, Sunday Fundays)

PARENT & FAMILY ENGAGEMENT – 25%

- Serve as a resource and point of connection for parents.
- Partner with parents to help guide their kids toward the next steps in their faith.
- Collaborate with the Discover Kids Director on outreach opportunities to engage families outside of Sunday services.
- Champion the vision, culture, and values of Discover Church at the Liberty campus.

ADMINISTRATION & COLLABORATION – 15%

- Collaborate with the Discover Kids Director on budget preparation, requests, and purchasing.
- Ensure classrooms and volunteer teams are prepared each week.
- Assist with onboarding and training new Kids Dream Team members.
- Maintain clear communication with campus and central staff teams.

DETAILS:

- Part-time position 8-10 hours (4-6 hours on Sunday, 2-4 hours during the week for prep, scheduling, and relational connection).
- Reports to: Liberty Campus Pastor
- Campus: Liberty
- Admin account provided for personal growth and development

Function (Where I fit in the organization): Department Leader

I have read and received a copy of my job description. I understand this description overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above. I am also responsible for executing any additional duties as assigned.

Signature: _____

Date: _____

