

Job Description
Multisite Kids Coordinator
(Birth–3rd Grade)

Reports to: Kids Ministry Director

Status: Part time

Principle Function:

The Kids Coordinator (Birth–3rd Grade) is responsible for assisting the Kids Ministry Director in the leadership, development, and discipleship of children from birth through 3rd grade at the multisite campus. This person will bring strong relational, administrative, and organizational leadership to ensure safe, engaging, and biblically grounded environments for children and families.

Specific responsibilities include:

- Work alongside the Kids Ministry Director to fulfill the mission and vision of Scotts Hill Baptist Church.
- Provide leadership in planning and executing Sunday programming for Nursery, Preschool, and early Elementary.
- Support teaching teams by preparing curriculum, supplies, schedules, and weekly environments.
- Oversee the recruitment, training, and placement of Kids Ministry volunteers.
 - Enlisting and equipping leaders who love children and model Christlike character.
 - Praying with volunteers and supporting their spiritual growth.
- Ensure all volunteers follow Kids Ministry safety policies and procedures.
- Maintain consistent communication with volunteers regarding schedules, updates, and ministry needs.
- Build meaningful relationships with families, partnering with parents as the primary disciple-makers in the home.
 - Provide resources, prayer, and support to families.
- Oversee registration, check-in, and safety protocols during all Kids Ministry events and services.
- Assist with planning and overseeing special events such as VBS, Family Nights, parent meetings, and holiday programs.
- Maintain updated rooms, environments, supplies, and equipment for Kids Ministry spaces.
- Collaborate with other Family Ministry staff for unified ministry efforts across age groups.
- Read and follow the guidelines, procedures, and policies in the Employee Handbook.
- Perform all other duties as assigned by the supervising pastor or Kids Ministry Director.

Workplace Culture

- An aggressive mindset. (“go-getter” for the kingdom)
- A faithful spirit. (strong personal faith in Jesus)
- An innovative approach. (creative problem solving)
- A relational heart. (commitment to people over programs)
- An excellent work-ethic. (passion for raising the bar)

Signature_____ **Date**_____