

KIDS OPERATIONS COORDINATOR

Full Time - 40 hours/week

PRIMARY FOCUS: Volunteer management, weekend ministry execution, ministry operations, curriculum implementation, environments, and family support.

POSITION SUMMARY: The Kids Operations Coordinator serves as the primary second-level leader within Front Range Kids and helps translate the overall vision and strategy of the ministry into excellent weekly execution.

This person would take significant ownership of volunteer systems, weekend gatherings, curriculum preparation, classroom environments, and ministry operations while partnering closely with the Kids Ministry Pastor to develop volunteers and care for families.

KEY RESPONSIBILITIES

Volunteer Management

- Oversee Planning Center, and manage weekly volunteer scheduling and placement
- Recruit follow up, and onboard new Kids volunteers
- Help facilitate volunteer orientation and training
- Develop relationships with existing volunteers
- Help cultivate a healthy volunteer culture
- Communicate scheduling needs, changes, and expectations
- Support volunteer appreciation, care, and retention strategies

Weekend Ministry Leadership

- Serve as a primary Kids Ministry leader during weekend gatherings
- Help oversee all four weekend gatherings
- Ensure every classroom is staffed and prepared
- Troubleshoot volunteer absences and classroom needs
- Monitor classroom ratios, safety, and ministry standards
- Coach volunteers during programming
- Provide leadership presence for both volunteers and families

Curriculum & Programming

- Prepare weekly curriculum for each ministry environment
- Prepare teaching scripts, small group materials, activities, games, and crafts
- Ensure curriculum materials are distributed and ready for volunteers
- Prepare ProPresenter/media elements as needed
- Maintain supplies
- Assist with curriculum strategy and evaluation
- Ensure curriculum is executed consistently across all gatherings

Environments & Supplies

- Ensure classrooms are clean, stocked, organized, and ministry-ready
- Maintain classroom supplies, toys, curriculum materials, and storage
- Maintain safety and cleanliness standards
- Prepare environments for weekend programming and special events
- Help develop consistent room standards across Kids Ministry spaces

Family Communication & Care

- Assist with routine parent communication
- Respond to basic questions regarding programming, classrooms, registration, and events
- Follow up with new families
- Communicate with parents regarding classroom concerns when appropriate
- Escalate pastoral or sensitive situations to the Kids Ministry Pastor

Events & Special Programming

- Assist with Kids Ministry events and special programming
- Coordinate volunteer assignments and supplies
- Assist with registration and communication
- Oversee event setup, programming, and teardown
- Serve as an operational leader during events

Administration & Systems

- Maintain accurate volunteer and attendance information
- Assist with registrations and forms
- Manage weekly ministry checklists
- Maintain ministry calendars and scheduling systems
- Track supply and operational needs
- Assist with purchasing and ministry organization

Childcare

- Manage childcare scheduling of employees and bookings with ministries
- Assist with hiring, onboarding, and training of childcare staff
- Ensure rooms are reset between room usage