



POSITION: GraceKIDS Coordinator (The Chapel)

REPORTS TO: The Chapel Campus Pastor

PURPOSE STATEMENT: To help people live Jesus-centered lives by creating engaging, safe, and relational environments for children birth–5th grade at The Chapel campus of Grace Fellowship, building relationships that point kids to Jesus through intentional partnership with parents and families.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS:

- **Option 1** - Part-time, 25–28 hours/week (including weekend responsibilities and special events), with potential opportunity to grow into a full-time role over time.
- **Option 2** - Full-time, 40+ hours/week (including weekend responsibilities and special events), with 10–15 hours supporting general administration or other ministry needs based on gifting and experience.

ROLE RESPONSIBILITIES

- Lead and maintain GraceKIDS environments with excellence in organization, cleanliness, supplies, and decor
- Organize and adapt curriculum from GraceKIDS Central Services for The Chapel campus context
- Recruit, train, schedule, coach, and develop volunteer teams and leaders, including Child Abuse Prevention training
- Build healthy volunteer culture and strong team leadership pipelines
- Recruit and staff all current children’s ministry environments, and build out future environments (ex. a 4th/5th room and special needs ministry)
- Serve as a strong connector between Central GraceKIDS leadership and local campus ministry needs
- Track attendance, engagement, and follow-up data to help drive ministry health and growth
- Pursue and shepherd families through intentional communication, follow-up, and connection
- Coordinate and execute campus-specific family ministry events, camps, and engagement opportunities, and champion campus engagement to central events
- Help equip parents to disciple their children and support overall Family Ministry initiatives
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

- Passion for the local church and reaching the surrounding community
- Loves Jesus, lives with integrity, and aligns with the Statement of Faith of Grace Fellowship
- Models the Staff Code values of Hungry, Healthy, and Humble
- Strong organizational, communication, and leadership skills
- Ability to recruit, lead, and develop volunteers and teams effectively
- Comfortable working within both central and campus-level leadership structures
- Able to interpret ministry data and respond proactively to engagement and follow-up opportunities
- Experience with children with special or unique needs preferred
- Self-starter with flexibility, initiative, and a growth mindset

PERFORMANCE MEASURES

The Chapel GraceKIDS Coordinator knows they are succeeding when kids environments are consistently staffed and well-led, volunteer culture is healthy, children and families feel known and connected, kids are taking next steps in their faith, special needs families are supported well, and ministry environments, events, and administrative responsibilities are executed with excellence.