



POSITION: Lithopolis Grace KIDS Coordinator

REPORTS TO: Campus Pastor

PURPOSE STATEMENT: To help people live Jesus-centered lives by creating an environment for children birth - 5th grade at the Lithopolis Campus of Grace Fellowship to help build relationships that point kids to Jesus through a partnership with parents.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS:

- If **Part-Time, 2 positions:** each role is 20-25 hours weekly + weekend responsibilities
- If **Full-Time, 1 position:** 40-45 hours weekly + weekend responsibilities

ROLE RESPONSIBILITIES (3 Overarching Areas)

Environment and Logistics Oversight (50%)

- Manage KIDS environment including monthly theme/decor, collect weekly props and supplies, and maintain a level of excellence in cleanliness and organization.
- Organize and distribute curriculum received from the Central Services team, including editing lessons, gathering props, and assembling materials.

Volunteer Development and Coordination (30%)

- Equip and train volunteers: provide resources and support via emails, calls, and meetings.
- Coordinate volunteer ministry schedules and assignments.
- Work with KIDS SME (subject matter expert) on vision and strategy for the campus.

Additional Duties and Responsibilities as Requested (20%)

- Assist in developing strategies for equipping parents to disciple their children.
- Mediate and resolve conflicts/challenges that may arise within your area of responsibility.
- Attend outside training conferences, seminars, and/or workshops in order to further educate yourself (then pass on the information to the volunteers).
- Assist with overall departmental needs and special projects as needed.

QUALIFICATIONS:

Candidates should:

- Be well organized and detail-oriented.
- Function well with co-workers and volunteers.

- Embrace a strong work ethic and work well with minimal direction.
- Have passion for the local church focused on reaching a local community.
- Honor and model the staff code values of Hungry, Healthy, and Humble and teach/coach others to do the same.
- Love Jesus, submit to the truth of the Bible, live with integrity, and strive for Jesus-centered living.
- Be committed to the Code and Statement of Faith of Grace Fellowship through Partnership.
- Be a strong recruiter and developer of volunteer teams.
- Possess strong communication skills.

PERFORMANCE MEASURES:

The GraceKIDS Ministry Coordinator is winning when the ministry is fully staffed with excellent and growing volunteer leaders and the Sunday programming is run with excellence. Winning is measured by attendance, kids taking next steps, the discipleship of families, and a healthy Grace culture in the ministry.

- 20% of KIDS in attendance (3rd-5th grade) participate in camps.
- 90% of ideal volunteer positions are filled.