Kirk Kids Coordinator

Kirk of the Keys | Part-time job description

Reports to: Administrative and Ministry Coordinator, with pastoral guidance on curriculum and ministry direction.

Compensation: $1,000 per month in gross pay, paid monthly rather than at an hourly rate. The church pays applicable employer Social Security, Medicare, and other required employer payroll costs in addition.

Time commitment: Approximately 6-10 hours per week, including Sunday morning responsibilities, preparation, volunteer coordination, meetings, and follow-up. Weekday scheduling is flexible and coordinated with the supervisor.

Position purpose

The Kirk Kids Coordinator helps make it simple for children and families to connect to Jesus and one another by leading a safe, welcoming, Gospel-centered Sunday morning ministry for children from birth through fifth grade. The Kirk values relationships over programs and depth over flash.

The role focuses on preparing Sunday morning children's ministry and recruiting, equipping, scheduling, and overseeing the volunteers who serve. The Coordinator builds a dependable team so children are known, families feel welcomed, and volunteers are prepared and supported.

Primary responsibilities

1. Sunday morning ministry readiness and oversight

- Select or adapt age-appropriate, Gospel-centered curriculum in alignment with the church's teaching and approved ministry direction. Prepare and distribute lessons, supplies, and clear volunteer instructions before Sunday.
- Ensure classrooms are clean, organized, stocked, and ready. Confirm volunteer coverage and prepare a clear plan for each Sunday, including age groups, activities, and check-in and check-out.
- Be present before children arrive and through dismissal to welcome families, support volunteers, oversee classroom readiness, and respond to needs. Coordinate children's moments or large-group activities when included in the service.
- Help teach and model effective ministry as needed, while developing enough volunteers that the Coordinator does not have to serve as the sole teacher or cover every absence.

2. Volunteer recruitment and development

- Personally invite people to serve, explain available roles, and help interested volunteers take their next step. Coordinate required screening and approval before anyone begins serving.
- Orient and train volunteers in curriculum, age-appropriate teaching, welcoming children, classroom expectations, and church child-safety procedures. Help new volunteers feel prepared for their first Sunday.
- Maintain a volunteer roster and schedule; communicate assignments early, confirm availability, send reminders, and arrange approved substitutes. Develop backup coverage for absences and planned time off.
- Provide clear expectations, encouragement, feedback, and regular check-ins. Follow up on commitments, address concerns respectfully, and refer unresolved issues to the supervisor.

3. Child safety and family communication

- Follow and reinforce the church's screening, supervision, check-in and check-out, emergency, and incident-reporting procedures. Maintain required records and promptly communicate safety concerns through the church's established process.
- Help volunteers understand relevant allergies, medical needs, and accommodations shared by families. Protect children's and families' private information and use approved communication and photo practices.
- Welcome new families, explain Sunday procedures, and communicate what children are learning. Provide simple ways for parents to continue faith conversations at home and follow up on questions or concerns.

4. Coordination and accountability

- Check in regularly with the Administrative and Ministry Coordinator about Sunday readiness, volunteer needs, supplies, and follow-up. Keep action items clear, with an owner and deadline.
- Coordinate with worship, hospitality, and other Sunday teams as needed. Plan supply purchases within the approved budget and obtain approval for additional expenses.

Spiritual expectations and qualifications

- Love Jesus and desire to help children and families do the same. Demonstrate a growing Christian faith through prayer, Scripture, worship, and service, aligned with the Kirk's mission, beliefs, and ministry values.
- Model humility, integrity, patience, grace, and a servant's heart. Protect unity, avoid gossip, address concerns respectfully, and handle sensitive information with discretion.
- Have experience serving children or families, understand children at different developmental stages, and be able to recruit, train, encourage, and oversee volunteers. Complete required church screening and child-safety training.
- Be organized, dependable, communicative, and comfortable using email, shared schedules, and curriculum resources. Bring creativity, flexibility, and joy to ministry.

Working rhythm and time off

- Six planned Sundays off annually, scheduled in advance with the supervisor. Coordinate additional absences for illness, family needs, or occasional work conflicts as needed; these will not automatically count against planned Sundays off. Arrange approved coverage and handoffs.
- Agree on Sunday arrival and departure times and weekday availability. All preparation, meetings, and Sunday work are included in the 6-10-hour commitment. Raise workload concerns early so priorities or coverage can be adjusted.
- This initial role focuses on Sunday kids ministry and its volunteers. Broader family events, youth ministry, and additional programs require a separate scope and capacity decision.
- Review workload and priorities after 30 and 90 days. Responsibilities, hours, and compensation may grow as ministry needs and the budget allow through an agreed review and approval process.