



Kids Ministry Operations Coordinator – Job Description

[Church of the Saviour](#) is a non-denominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage our community (and beyond) to the glory of God. We take the Great Commission seriously and actively support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things, and we know we are most fully alive and fulfilled when we are glorifying the Lord most fully

As the Kids Ministry Operations Coordinator, you will design, implement, and manage the administrative infrastructure, digital systems, and operational processes that empower our ministry teams. You will ensure that the "behind-the-scenes" of Kids Ministry, from volunteer onboarding to Sunday morning check-ins, runs with excellence, efficiency, and safety. This position reports directly to the Kids Ministry Director.

Primary Responsibilities

Systems & Process Development

- **Standardize Operations:** Create and maintain comprehensive Standard Operating Procedures (SOPs) for all Kids Ministry functions (e.g., Sunday morning logistics, special event registration, and classroom setup).
- **Automation:** Identify opportunities to automate repetitive administrative tasks (using tools like Excel or church management software) to free up ministry leaders for relational work.
- **Safety Compliance:** Oversee the technical execution of the Child Safety Policy, ensuring background checks and Pennsylvania Child Protective Services clearances are tracked and updated systematically.

Administrative Management

- **Database Oversight:** Serve as the primary administrator for the Kids Ministry database, ensuring accurate records for families, attendance, and volunteer rotations.
- **Communication Pipelines:** Manage the systems for parent and volunteer communications, ensuring timely and professional digital outreach.
- **Resource Logistics:** Coordinate the procurement and organization of supplies across all age groups, ensuring coordinators have the physical resources needed for Sunday success.

Special Event Logistics

- **Project Management:** Provide operational support for major events (Summer Bible Camp, Camp Little Bear, AWANA, etc.), focusing on registration systems, budget tracking, and vendor coordination.

Volunteer Operations Support

- **Onboarding Workflow:** Manage the administrative "funnel" for new volunteers, moving them through application, screening, and basic orientation.
- **Scheduling:** Oversee the master scheduling systems for volunteers across Nursery, Preschool, and Elementary ministries.

Core Competencies and Values

- **Process-Oriented:** Naturally looks for ways to improve efficiency and create "frictionless" systems.
- **Detail-Oriented:** High precision in data management and administrative follow-through.
- **Technical Proficiency:** Advanced skills in Microsoft Office 365 (specifically Excel) and experience with database management.
- **Problem Solver:** Ability to troubleshoot logistical bottlenecks in a fast-paced environment.
- **Relational Professionalism:** Ability to communicate technical or process requirements with a warm, "servant-hearted" tone.

Qualifications

- A clear profession of faith coupled with a consistent and close walk with the Jesus Christ which is evidenced by both spiritual and emotional maturity
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#), including support without reservation the practice complementarianism and both paedobaptism and credo baptism
- A bachelor's degree in business administration, Information Systems, or a related field (equivalent experience considered)
- Proven experience in administrative coordination or operations management
- Ability to work a flexible schedule, including Sunday mornings and periodic ministry events.
- A positive attitude and professional demeanor
- Exceptional interpersonal skills and emotional intelligence
- Humble, hungry, and smart
- Strong communication and written skills
- A self-starter seeking ways for continuous improvement
- Demonstrated passion for sharing Christ with kids and parents with a proven ability to communicate biblically and relevantly with both churched and un-churched students
- Proficiency with MS Office 365
- Experience working in a multicultural environment, preferred
- An ability and readiness to be an active member of Church of the Saviour through things like community group participation and tithing

Schedule: Monday to Friday, Sundays

Status: Full-Time or Part-Time (Based on candidate availability)

Location: Church of the Saviour – Wayne, PA

Reports To: Kids Ministry Director

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.