



Position Description | Kids Ministry Operations Coordinator

Department: Kids Ministry

Supervisor: Kids Ministry Director

Position Summary: The Kids Ministry Operations Coordinator is responsible for the physical, practical, and operational aspects of Kids Ministry spaces, supplies, and programs. This role ensures classrooms and shared spaces are organized, stocked, and ready for excellent ministry; prepares materials for weekly programming; and sets up for special events. The Operations Coordinator should be able to notice needs, take initiative, and follow responsibilities through to completion without requiring the Director to identify or manage every detail.

Responsibilities

Ministry Spaces & Environments

- Oversees the organization, readiness, and care of Kids Ministry classrooms, storage areas, and shared spaces.
- Regularly walk spaces to identify cleaning, maintenance, or organization needs, and follow through until resolved.
- Ensure spaces consistently reflect the standards set by the Kids Ministry Director.

Supplies & Inventory

- Own inventory and organization of Kids Ministry supplies and equipment.
- Monitor and restock frequently used supplies before shortages affect programming.
- Coordinate purchasing of approved supplies and route check requests appropriately.

Weekly Programs

- Prepare classrooms, curriculum materials, supplies, and equipment for all programs.
- Reset spaces between programs and anticipate upcoming operational needs.

Special Events

- Execute physical setup, teardown, and operational logistics for special events (Christmas Kickoff, Father Daughter Dance, Ditch the Parents, Summer Blast, etc).
- Translate the Kids Ministries vision for an event into action (décor, room layout, equipment, and supplies).

Additional Responsibilities

- Participate in Kids Ministry and All Staff meetings as scheduled.
- Other duties and ongoing training as assigned by supervisor.

Job Requirements

- Takes ownership of assigned spaces and supplies, and follows through without needing reminders.
- Highly observant and detail-oriented; notices when something is out of place or needs attention.
- Quick learner and teachable; understands vision and standards and applies them consistently.
- Hands-on, resourceful, and comfortable working independently to solve problems.
- Takes pride in creating excellent, welcoming, ministry-ready environments.
- Must pass a DOJ/FBI LiveScan background check and complete Mandated Reporter training.

Work Schedule: Sunday - Thursday, hours based on program times

Compensation: \$18-22/hour (based on education, training, and experience)

Job Status: Part-time (20-24 hrs/week), non-exempt.

Application Process: To apply, please click [here](#).