



Position Description | Kids Ministry Systems Coordinator

Department: Kids Ministry

Supervisor: Kids Ministry Director

Position Summary: The Kids Ministry Systems Coordinator is responsible for the volunteer coordination, scheduling, communication, and administrative systems that keep Kids Ministry running smoothly. They handle volunteer recruitment and day-to-day coordination, staffing, communication and follow-up, project management, social media, and event logistics. This role independently tracks important details through to completion, while working closely with the Director and Operations Coordinator.

Responsibilities

Volunteer Coordination

- Recruit, place, and onboard volunteers based on their skillsets and ministry needs.
- Serve as volunteers' primary point of contact for scheduling, communication, reminders, and support.
- Own the volunteer tier system, tracking progression and flagging volunteers ready for greater responsibility.
- Coordinate logistics for volunteer trainings and equipping events led by the Director.

Scheduling & Staffing

- Oversee volunteer and provider scheduling across all Kids Ministry programs.
- Identify staffing gaps early and work proactively toward solutions.
- Handle routine and last minute schedule changes, absences, and callouts.

Communication & Follow-Up

- Manage communications, including texts, calls, reminders, and follow-up related to Kids Ministry coordination.
- Ensure volunteers and providers have the information they need to serve well.
- Handle routine logistical communication.

Project Management & Administration

- Turn ministry initiatives into clear timelines and task lists, and track them through completion.
- Proactively anticipate and address needs and conflicts before they become urgent.
- Coordinate check requests and track compliance deadlines (background checks, certifications, licensing).
- Maintain shared calendars, project plans, and organizational systems.

Social Media & Events

- Maintain Kids Ministry social media and the promotional/content calendar.
- Partner with the KM Operations Coordinator to plan logistics for special events.

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 areas and follows through without needing reminders.
- Highly organized and detail-oriented; notices loose ends and ties them up without being told.
- Quick learner and teachable; understands vision and standards and applies them consistently.
- Strong, proactive communicator, comfortable with high volumes of texts, calls, and volunteer-facing communication.
- Able to distinguish between situations to handle independently and those requiring Director involvement.
- 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](#).