Role Description
Hilltop Kids Support Staff

Title:
Hilltop Kids Support Staff

Organization Classification:
Coach; Part Time

General Description:
Hilltop Kids Support Staff helps create safe, organized, and engaging environments where kids can take their next steps in following Jesus. By preparing classrooms, organizing curriculum and supplies, supporting volunteers, and assisting with ministry communication and events, this role helps Hilltop Kids run smoothly and effectively each week. Working closely with the Hilltop Kids Director, the Support Staff member provides consistent, hands-on support that equips volunteers, serves families, and helps our kids ministry grow in health and impact.

Reports to:
Hilltop Kids Coordinator

Responsibilities:

- Model a growing, authentic relationship with Jesus that overflows into leadership and daily life.
- Prepare, organize, and reset classrooms and ministry spaces for Sunday and Wednesday gatherings.
- Maintain organized classrooms, stocked supplies, and welcoming environments for kids, families, and volunteers.
- Monitor ministry inventory, restock supplies, and help maintain an organized system for curriculum and resources.
- Print, organize, and prepare curriculum, lesson plans, and leader materials in advance.
- Gather and prepare supplies for crafts, games, activities, object lessons, and other curriculum elements.
- Work ahead to ensure curriculum and materials are ready before they are needed.
- Build familiarity with Hilltop Kids ministry environments and procedures so volunteers have a consistent, accessible source of support.
- Assist with Hilltop Kids social media and communication, including event promotion, simple graphics, photos, ministry recaps, and sharing what kids are learning.
- Assist with Planning Center, ministry scheduling, and other organizational systems as needed.
- Support special events and ministry initiatives, including VBS, Easter, Move-Up Sunday, Child Dedication, and other Hilltop Kids projects.
- Assist with additional ministry needs and projects as assigned by the Hilltop Kids Director.

Big Wins:

- Classrooms and ministry spaces are consistently prepared, organized, stocked, and ready for Sunday and Wednesday gatherings.
- Curriculum, lesson materials, and activity supplies are prepared in advance, allowing volunteers to focus on ministering to kids.
- Volunteers feel equipped, supported, and confident because they have the resources and help they need.
- Weekly ministry environments run smoothly, with fewer last-minute preparations and fewer preventable disruptions.
- Ministry supplies, inventory, curriculum, and organizational systems are maintained effectively.
- Hilltop Kids communication and social media consistently help families stay informed, celebrate ministry, and engage with upcoming opportunities.
- Special events and ministry initiatives are supported by thoughtful preparation and reliable follow-through.

Ideal Candidate:
A dependable, organized, and service-minded individual who loves Jesus and enjoys serving kids, families, and ministry volunteers. This person takes initiative, notices details, follows through on responsibilities, and is willing to do both behind-the-scenes preparation and hands-on ministry support. The ideal candidate is a team player who communicates well, adapts to changing needs, and takes ownership of helping Hilltop Kids operate smoothly and effectively.