



**Position Title:** Early Kids Coordinator  
**Reports To:** Kids Ministries Director  
**Revised:** 4/6/2026

**Department:** Next-Gen  
**Status:** Part-Time (20-25 hours)  
**Pay:** Hourly

## Primary Purpose

To create an environment in our Early Kids ministry that encourages families to love all people and help them find and follow Jesus.

## Key Responsibilities:

1. **Oversees** the Sunday morning experience for the Early Kids Ministry at Stonehill Church.
2. **Provides** leadership and care for all Early Kids volunteers.
3. **Helps** with Kids Ministry event planning and administrative tasks.
4. **Collaboratively** works with the Kids Team to execute systems and process for the success of the team.

## Specific Areas of Responsibilities:

1. **Oversees the Sunday morning experience.**
  - Create an exciting and welcoming environment for the Early Kids ministry.
  - Works alongside the Kids Ministry staff and prep team to order, organize, and prepare supplies for Sunday activities, utilizing our curriculum, Hyfi.
  - Works alongside the Kids Director and key volunteers to execute a simple excellent Sunday experience each week.
  - Ensures that there is a clear line of communication to parents as needed.
  - Works alongside 1 on 1 buddies to implement action plans for children with special needs.
  - Strategically interacts with volunteers, parents, kids, and partners to build relationships and maximize relational impact in the Sunday environment.
  - Assists with set up and tear down each week.
  - Regularly attends the main service to be spiritually fed and made aware of the direction we are heading at Stonehill.

## **2. Provides leadership and care for Early Kids volunteers.**

- Recruits and maintains a healthy team of volunteers.
- Works alongside the Kids Director to onboard volunteers utilizing the Next Gen onboarding process.
- Works alongside the Next Gen team to equip Kids Ministry volunteers through regular training.
- Meets periodically with Service Coaches for training and to assess Sunday morning issues and volunteer needs.
- Meets periodically with volunteers to build relationships, address serving details, and receive feedback on Kids Ministry.

## **3. Helps with events and administration.**

- Meets weekly with the Kids Director to assess the overall Early Kids experience, as well as weekly with the Kids Ministry staff to assess Kids Ministry as a whole.
- Works alongside the Kids Ministry Director to manage the Early Kids Ministry budget and provides feedback in the budgeting process.
- Works alongside the Next Gen team to plan and execute ministry events, including Christmas and Easter programming.
- Recruits and equips volunteers for leading and executing events.

### **STONEHILL'S PARTNERSHIP PATHWAY**

Staff Team Members have an expectation of upholding the Partnership Pathway of Stonehill.

**Gather-** Each Staff Team member needs to be committed to being at Sunday services on a regular basis. Our Community Groups are an integral part of our church so it is vital to be part of a Community group on a regular basis.

**Grow-** It is hard to lead somewhere you have never been. It is critical that Staff Team Members are personal growing in their walk with Christ. This should include daily Bible Study and Prayer.

**Give-** It is important that each Staff Team Member is giving their Time, Treasure, and Talents. A staff member should be committed to giving their tithes and offering to our local Church. (Stonehill)

**Go-** This can look different, but a Staff Team Member is going by serving in and out of Stonehill, (local community) by creating discipleship relationships where you are pouring spiritually into others, and by being involved in local and global outreach.

\*The functions described herein are not the only responsibilities and tasks to be performed by the individual occupying this position. The individual will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor or manager. Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the responsibilities of this position successfully, the individual will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

This job description includes the essential functions of the job that an incumbent must be able to perform with or without reasonable accommodation. This document does not create an employment contract, implied or otherwise. The organization maintains "at will" employment. This job description is subject to review, and may be revised or updated at management's discretion.