

Job Description

Position: Kindergarten – Third Grade Lead
Revised Date: July 29, 2026
Reports To: Managing Director, Kid Life
Employment Status: Full Time
FLSA Status: Non-Exempt
Hourly Requirements: 40 Hours Per Week
Location: Living Word, Red Lion, PA – On-site



Position Summary:

The Kindergarten – Third Grade Lead provides leadership for Living Word Community Church's ministry to children in kindergarten through third grade by creating engaging, Christ-centered environments where children encounter Jesus, build biblical foundations, and develop meaningful relationships with caring leaders. This position recruits, equips, coaches, and shepherds volunteers while ensuring excellence in curriculum delivery, safety, guest experience, and ministry operations.

In addition to leading the Kindergarten – Third Grade ministry, this position serves as a key ministry partner to the Kid Life Managing Director by assisting with the overall leadership, planning, administration, volunteer development, and execution of Kid Life ministry initiatives. This collaborative role helps ensure consistency, excellence, and healthy ministry growth across all Kid Life environments.

Key Responsibilities:

Kindergarten – Third Grade Ministry Leadership (Approximately 70%)

- Provide vision, leadership, and oversight for all Kindergarten through Third Grade ministry environments.
- Recruit, onboard, train, schedule, encourage, and retain a thriving volunteer leadership team.
- Develop strong relationships with children, parents, and volunteers while fostering a welcoming and engaging ministry culture.
- Ensure every Sunday experience is safe, organized, engaging, biblically accurate, and age appropriate.
- Oversee classroom preparation, curriculum implementation, supplies, and learning environments.
- Coordinate classroom leaders and volunteers for all weekend services and special ministry events.
- Maintain appropriate volunteer-to-child ratios while ensuring excellent guest experiences.
- Identify and develop future volunteer leaders through intentional coaching and mentoring.
- Provide regular communication and encouragement to volunteers.
- Ensure compliance with all church safety, child protection, and security policies.
- Monitor classroom needs and proactively recommends improvements to programming, facilities, and ministry resources.
- Partner with families by providing resources, encouragement, and consistent communication.

Kid Life Ministry Leadership Support (Approximately 30%)

- Assist the Kid Life Managing Director in planning, organizing, and executing ministry initiatives across all Kid Life age groups.
- Provide leadership support during major church events, holiday programming, Summer Camp, family events, volunteer trainings, and special initiatives.
- Assist with volunteer recruitment strategies and leadership development across Kid Life.
- Provide leadership coverage during the Kid Life Managing Director's absence.
- Participate in strategic planning, staff meetings, leadership development, and ministry improvement initiatives.
- Collaborate with fellow Kid Life staff to ensure consistency of vision, ministry philosophy, and guest experience.
- Evaluate and implement best practice approaches associated with children ministry programs.
- Perform additional ministry responsibilities as assigned to support the overall mission of Living Word.

Qualifications

- Bachelor's degree required. Preference in education, child development, ministry or related field.
- Minimum of 3 years in children's ministry leadership experience.
- Experience recruiting, coaching, and leading large volunteer teams.
- Vibrant, growing relationship with Jesus, marked by love for God's Word, people, and mission; has professed faith and been baptized.
- Maintains a healthy spiritual life through consistent spiritual practices.
- Demonstrates strong Christlike character and integrity.
- Demonstrates flexibility, composure, and problem-solving ability in live ministry environments.
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values.
- Communicates clearly, relates well to others, and functions effectively as a team player.
- Strong organizational skills with high attention to detail and accuracy.
- Commitment to collaboration, and continuous improvement.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Leads relationally with wisdom and grace - shepherding others, pursuing growth, and handling conflict with truth and love.

Working Conditions and Physical Demands

This role regularly requires non-traditional hours, including weekends, and extended hours during major ministry seasons and special events. Must possess ability to actively engage with children and parents in classroom environments and work in active children's ministry environments for extended periods. The role requires the ability to stand for extended periods, kneel, bend, and lift 30 pounds.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.