



*We exist to be good news to our neighbours and beyond by practicing the way of Jesus.*

## Kids & Family Engagement Coordinator

**Employment Type:** Contract position, August 24, 2026, to June 30, 2027.

**Hours:** Part-time, approximately 10 hours per week.

**Closing Date:** Position will remain open until a suitable candidate is found.

**Purpose:** The Kids & Family Engagement Coordinator helps children and families practice the way of Jesus and be Good News to their neighbours by creating welcoming, engaging, and well-supported ministry environments. Through volunteer care, communication, Ignite (Gr. 5/ 6 program), and Sunday ministry support, this role helps kids, families and volunteers take meaningful next steps in their faith and connection to the church.

### Responsibilities:

#### Ministry Engagement & Support (50%)

- Serves as a key support leader within Kids ministry environments on Sunday mornings.
- Assists with the preparation and execution of Sunday ministry environments, ensuring volunteers, classrooms, and ministry spaces are equipped and ready.
- Provides flexible ministry support wherever needed, including teaching, classroom leadership, one-on-one student support, welcoming families, and responding to ministry needs as they arise.
- Helps create safe, engaging, and welcoming environments where children and families can encounter Jesus and experience belonging.
- Assists in ensuring Kids Ministry areas operate in accordance with St. Albert Alliance Church (StAAC) policies, including StAAC's Protection Plan.

#### Volunteer Engagement & Development (30%)

- Supports the care, encouragement, and ongoing engagement of Kids Ministry volunteers.
- Maintains regular communication with volunteers regarding training opportunities, ministry updates, and upcoming events.
- Assists the Kids & Family Pastor in equipping volunteers with the resources, information, and support they need to serve effectively.
- Helps facilitate volunteer appreciation, connection, and training opportunities throughout the year.
- Works alongside ministry leaders to identify volunteer needs and ensure teams are supported and cared for.



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### Family Engagement & Communication (15%)

- Supports communication efforts for Kids & Family Ministries in collaboration with the Kids & Family Pastor and Communications Team
- Assists with connecting new families to the life of the church and helping them navigate next steps within Kids Ministry.
- Assists in communicating ministry events, opportunities, and resources to families.

### Other Responsibilities (5%)

- Participates in Kids & Family Ministry planning meetings and staff gatherings as requested.
- Performs duties as assigned by the Kids & Family Pastor that align with the purpose of this role.

### Responsible to

Kids & Family Pastor

### Work Schedule

Approximately 10 hours per week, including Sunday mornings and scheduled office hours.

### We're looking for someone who has:

- A clear calling to help raise up the next generation of Jesus followers.
- A strong understanding of people-focused ministry and service.
- Strong communication and organizational skills.
- Flexibility and the ability to adapt to new challenges and changing ministry needs.
- A commitment to living out the StAAC Ministry Covenant and adhering to the policies and procedures outlined in the Staff Handbook.

### How to Apply:

Qualified applicants are invited to submit their cover letter and resume to Janelle Rempel, Kids & Family Pastor, at [janelle@staalliance.org](mailto:janelle@staalliance.org). Applications will be accepted until the position has been filled.