

Kids Coordinator: Position Description

Position Title: Kids Coordinator
Reports to: Kids Director and Location Pastor

Revision Date: March 2026
Job Class: Part Time

Purpose:

The purpose of this position is to provide leadership of the kids ministry at the gathering or campus. The Kids Coordinator works closely with the Kids Director, Location Pastor, and Upstate Kids Team to provide leadership grounded in the authority and power of the Scripture, revealed under the power of the Holy Spirit in discipleship, ministry, counseling and teaching in accordance with campus constants and consistent ministry philosophy from Upstate Kids. Ages represented under this ministry are birth through 5th grade. The Kids Coordinator also leads Wednesday nights kids ministry and will assist with planning and leading events, being present at Upstate Kids weekly Monday meetings in person or virtually.

Essential Duties and Accountabilities:

- Shepherding and Leadership
 - Encourage spiritual focus and commitment by modeling the core values of FBS/Upstate Church.
 - Ensure appropriate behavior, appearance, supervision, and security of activities, formal or informal, as described in the Campus Constants.
 - Be present and involved in Sundays, Wednesday kids programming, Parent Child Dedications, and other events as able, missing no more than two Sundays a year.
 - Assist in executing the long range strategic plan for kids ministry.
 - Implement the Kids Ministry philosophy of ministry.
- Families
 - Work effectively with parents to foster support of the kids program, including regular and ongoing communication to provide opportunities for input and feedback.
 - Help promote Kids ministry events to families.
 - Provide Sunday morning tours of the facility to new families.
 - Contact new families weekly.
 - Deliver care bags or gifts to families who have recently had a baby, are grieving, etc.
- Volunteers
 - Recruit, on-board, develop, and provide on-going training to equip adults to serve as committed kids team members.
 - Encourage volunteers regularly.
 - Email weekly communication to volunteers via "Leader News."
 - Schedule volunteer teams utilizing Planning Center.
- Team and Culture
 - Meet for planning and/or mentoring weekly and where it is needed and necessary virtually or in person.
 - Function well with Pastors, Co-Workers, NextGen Ministry Team at FBS, Upstate Campuses, Church Staff, the Congregation, and the Public by treating them with honor and grace, avoiding gossip or negative comments about another staff member.
 - Participate in the development of the Upstate Kids ministry philosophy with the NextGen team, attending Upstate Kids Monday meetings if able.
- Curriculum, Campus Constants, and Environments
 - Implement Campus Constants and policies.
 - Utilize and implement the Kids Ministry Handbook.
 - Ensure environments are safe, attractive, clean, themed, and consistent.
 - Communicate kids ministry needs to the Kids Director on a regular basis.

Position Requirements:

- Strong Team Player.
- Teachable attitude.
- Commitment to abide by the FBS/Upstate Church mission and vision statement and core values.
- Excellent communication skills; verbal, written and listening.
- Ability to take the initiative.
- Ability to maintain confidential information.
- Clear conviction of calling from the Lord.
- Demonstrated ability to lead people and get results through others.
- Ability to think ahead and plan.
- Experienced: several years of related experience preferred.
- Management Experience: the ability to organize and manage multiple priorities.
- Sound use of good judgment.
- Biblical Christian principles and teachings both personally and professionally.

Time Expectation and Activities:

- Sunday mornings:
 - Be prepared to partner with the team in preparing for the morning of ministry by arriving when the morning setup process begins, one hour ahead of service.
 - Plan and organize Preschool and Elementary groups.
 - Implement all elements from Orange Curriculum that include Large and Small Groups.
 - Welcome current and new families.
 - Greet and engage with volunteers.
 - Coach and encourage volunteers.
 - Help clean-up and return classrooms back to their normal setup.
Ensure ratios and other campus constants are being followed.
- Wednesday evenings: (Launch Date TBD)
 - Plan and prep preschool and elementary Midweek activities, recruit and develop a team of volunteers, attend and lead Kids Midweek every week in accordance with campus constants and formatting set forth by the kids team.
- Special events:
 - Help plan, lead, and organize special events including but not limited to EggVenture, Moms in the Park, Getting to Know You, Parent Child Dedications, Summerpalooza, VBS, and Jingle Jam.
- Additional expectations:
 - Review Kids Team meeting notes weekly and attend meetings as much as possible virtually or in person.
 - Be available for phone conversations, texts, and email responses regarding details and communication by parents, volunteers, and staff in a timely manner.
 - Touch base with the Kids Director via a call weekly.
 - Implement and ensure Campus Constants are being followed and maintained.
 - Print and prepare curriculum materials each week for all kids' rooms.
 - Decorate environments each month.
 - Print attendance sheets each month.
 - Assist with supply orders for the location.

