

Position Description

Position Title: Kids Support Specialist

Revision Date: July 2026

Reports to: Kid's Director

Job Class: PT

Purpose:

The purpose of this position is to provide behind the scenes support to Upstate Kids preschool and elementary ministries for the campuses of FBS, Upstate Church. The Kids Support Specialist works closely with the Upstate Kids Coordinators and Kids Director to provide curricular and environmental support in accordance with campus constants and the ministry philosophy of Upstate Kids. Ages represented under this ministry are birth through 5th grades. The Kids Support Specialist also participates in special kids events, weekly ministry events, and midweek services to both represent Upstate Kids as well as partner with the Upstate Kids team. They will also assist with planning and building behind the scenes teams to help with setting up and preparing for events.

Requirements:

- Member of Upstate Church
- Very organized
- Able to create and implement systems and processes for managing, tracking, and storing supplies
- Inventory needs and supplies
- Excellent communication skills
- Experience in Google Sheets and Forms
- Ability to work well with multiple groups
- Availability to print, organize, stage, and distribute supplies from the DT Campus
- Ability to work, resourcing coordinators with supplies one month in advance at all times

Essential Duties and Accountabilities:

- **Preschool and Elementary Supplies and Environments for All Campuses**
 - Maintain a master list (Headcounts for Supplies and Resources) in Google Sheets to reflect the number of kids coming to each class plus a few extra to know how many copies are to be made for each class. (These numbers are to be regularly updated by Campus Coordinators.)
 - Print, copy, organize, and distribute all PS curriculum materials and resources for all campuses based on projected number of kids in classes, sorting them into weekly bins/bags to be placed in the campus bin before the new month for Coordinators to pick-up.
 - Print and copy environmental images and signage for all preschool classes for each campus to be included in the campus bins one week prior to the 1st of the month.
 - Maintain and stock cleaning supplies in a central location at the Downtown campus.
 - Familiarizes self with onhand inventory for purchasing needs.
 - Create, maintain, and finalize campus monthly supplies and needs lists to be submitted and ordered each month.
 - Communicate with Kids Coordinators to determine supplies needed for each campus, each month.
 - Sort ordered supplies as well as gathered supplies to distribute to campus coordinators each month for weekly activities to be in the bins prior to the start of the month.
- **Downtown Prep**
 - Prepare weekly activities and bins for Sunday mornings for the Downtown Campus with the Coordinator.
 - Help Kids Coordinators prep the DT environments with the monthly themes.

- **Midweek**
 - Serve each week for Upstate Kids Midweek.
- **Special Events**
 - Inventory supplies.
 - Communicate needs with the facilities team as appropriate.
 - Gather and stage supplies for events with the point people.
 - Work with the Kids Team to purchase needed supplies.
 - Decorate the tables for special events and volunteer training as needed.
 - Help plan, lead, and organize special events including but not limited to EggVenture, Getting to Know You, Parent Child Dedications, Summerpalooza, VBS, Rising Celebrations, Jingle Jam, and other events.
- **Overall Expectations and Activities**
 - Implement Campus Constants and policies.
 - Attend Monday Upstate Kids Team meetings from 9:30-10:30.
 - Attend once a month Monday Family Ministry Huddles from 10:00-12:00.
 - Utilize and implement the Kids Ministry Handbook.
 - Work with the Kids Director and Coordinators to ensure environments are safe, attractive, clean, themed, and consistent at every location.
 - Make every effort to participate in any Upstate Kids and Total Team meetings.
 - Be available for phone conversations, texts, and email responses regarding details and communication by parents, volunteers, and staff in a timely manner.
 - Work with the Kids Director to resource new locations.