

Title: Kids' City Coordinator
Supervisor: Kids City Director

At the District Church, children are a vital part of the church today, not just the church of the future. We also believe that the parents are the primary disciplers and as the church, we come alongside them to disciple their children.

We purpose to create a safe and fun environment that is focused on discipling the children in learning about Jesus Christ and His gospel. The ultimate purpose is for them to hear the gospel, see the gospel lived out, be invited into a relationship with Jesus and for them to start living out the gospel.

Job Purpose:

To provide coordination and administrative support to the Kids City ministry ensuring the ministry is effective and efficient in discipling the children and equipping their parents.

Responsibilities:

- Support the Kids City Director in achieving the vision and mission of the ministry.
- Schedule Volunteers to their different weekly roles
- Work with the director to continually train and equip volunteers.
- Manage the onboarding process of volunteers. Recruiting, background checks, training, assignments etc.
- Coordinate all virtual and In-person classes and groups for the kids for all our gatherings.
- Manage all logistics of all Kids' gatherings. Plan and execute Kids' city events as directed. Baby Dedication, fun days, games, celebrations, baptisms etc
- Create and manage an onboarding process for all new families.
- Keep all databases up to date and provide regular information to the Ministry leadership team
- With direction from the pastor(s), manage curriculum planning and distribution
- Ensure there is consistent contact between parents, the Kids City staff, and volunteers.
- Manage the ministry supply inventory.
- Continual improvement of our systems and processes.
- Manage all ministry communication internally and externally in consultation with the supervisor.
- Manage the ministry calendar and ensure it is consistently up to date.
- Assist with preparing for ministry (preparing teaching materials, ordering supplies, setting up ministry environments, etc.)
- Coordinate collaboration with other ministries.
- Serve the volunteers and the parents, by supporting them to disciple the children.
- Perform other duties as assigned.

Qualifications



- Profession of Jesus Christ as Lord and Savior.
- Commitment to spiritual growth and a healthy lifestyle
- Represent The District Church in a manner consistent with its values and mission.
- Aligned to our mission and vision.
- Attention to detail
- Strong in administrative skills
- Interpersonal skills are highly valued.
- Strong collaborator, and executor.
- Strong project management abilities.
- Comfortable with change and able to readily adapt.
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines
- Self-starter -- enjoys working with a team but can also work independently.

Other Details:

Part time position: 25 to 30 hrs/week

To apply, email kevin@districtchurch.org with a cover letter and resume