



<b>Title:</b> Kids Ministry Operations & Program Coordinator	
<b>Department:</b> Kids Ministry	<b>Supervisor Title:</b> Kids Ministry Director
<b>Hours/Week:</b> Full Time	<b>Pay Range:</b> \$18.00 - \$28.00/hr
<b>Benefit Eligibility:</b>	<b>Job Class:</b>
<b>Schedule:</b>	<b>Location:</b> Redeemer – Encinitas, CA

## ABOUT US

**Are you ready to embark on an adventure that can change lives?** At Redeemer, we are not just a church; we are a family dedicated to nurturing the faith of our youngest members. Our mission is clear: to make disciples who make disciples everywhere, starting from the very beginning. If you are someone with a knack for organization and a heart for kids, you can make a significant impact!

## THE OPPORTUNITY

Redeemer is looking for a passionate and committed Operations & Program Coordinator who will work closely with the Kids Ministry Team to coordinate both the early childhood and elementary volunteer ministry teams, accomplish administrative tasks, as well as participating in the Kids teaching team. You will work alongside the Kids Ministry Director to create a structured and organized environment where our staff, volunteers, and most importantly, our kids can thrive. If you are passionate about kids, can inspire volunteers and leaders, and enjoy managing projects, you will help create an environment where both volunteers and kids thrive while learning biblical truths and following the ways of Jesus.

## KEY RESPONSIBILITIES

- **Sunday Programming:**
  - Ensure that both the elementary and nursery-preschool programs are prepared for kids before the service begins.
  - Participate in Team Huddle and preservice meetings with Kids staff and volunteers to discuss the day's agenda and pray.
  - Connect with volunteers and the Kids Director after each service to address any issues and follow up as needed.
  - Teach the large group time for elementary or step into teaching other classes as needed.
  - Oversee craft and activity preparation, ensuring materials are ready for each session.
  - Help keep Kids building organized and clutter-free, providing a welcoming environment.
- **Curriculum Development:**
  - Collaborate with the Kids Ministry Director to review, edit, and implement curriculum materials.
  - Develop innovative teaching strategies to enhance the learning experience and make lessons interactive and meaningful.



- **Child Development:**
  - Foster a supportive and inclusive environment that nurtures the spiritual, emotional, and social development of each child.
  - Build positive relationships with children, helping them feel valued and supported.
- **Volunteer Scheduling and Coordination:**
  - Collaborate with the Kids Ministry Director and team to manage volunteer schedules and assignments.
  - Provide guidance and support to volunteer teachers, ensuring a consistent and high-quality educational experience.
  - Assist in training and equipping volunteers to effectively deliver curriculum content.
- **Parent Communication:**
  - Communicate regularly with parents and caregivers about their child's progress and upcoming events.
  - Serve as a point of contact for parents, addressing any questions or concerns.
- **Community Engagement:**
  - Participate in planning and executing events designed to reach new families in our community.
  - Maintain rosters and directories of kids, families, and volunteers using our church database.
  - Play a crucial role in planning and executing Kids Ministry Events, creating unforgettable experiences.
  - Stay informed on best practices in Kids Ministry and incorporate them into teaching methods and curriculum.
- Additional responsibilities as assigned by your supervisor.

## QUALIFICATIONS

- **Passion:** A burning passion for serving God's Kingdom and a deep commitment to Redeemer's mission and values.
- **Organization and Communication:** Strong organizational and communication skills, essential for engaging and inspiring volunteers.
- **Team Player:** A collaborative mindset, ready to work closely with ministry leaders and teams. Ability to connect with children, parents, and volunteers.
- **Process Improvement:** The ability to evaluate and enhance processes, always seeking excellence and efficiency.
- **Adaptability:** Flexibility to adapt to changing needs and occasional weekend or evening events.
- **Commitment:** Deep commitment to the mission and values of Redeemer and a passion for Kids ministry.
- **Experience:** Proven experience in teaching and working with children.
- **Creative:** Innovative and adaptable, with a proactive approach to developing programs and solving problems.

## CULTURE EXPECTATIONS

- **Character:** A constructive attitude, genuine humility, spiritual vitality, and teachable character.
- **Competence:** Resilient flexibility, customer focused, and results driven.
- **Chemistry:** Relationally intelligent, works collaboratively, and shared commitment to Redeemer's vision.



## POSITION REQUIREMENTS

- **Devotion:** An active participant in the ministry of Redeemer Presbyterian Church.
- **Confidentiality:** The ability to recognize and maintain confidentiality.
- **Christ-Centered:** Demonstrate Christ-centered behavior by treating people with dignity, respect, and compassion.
- **Tech Savvy:** Computer literate, including websites and social media platforms.
- **Physical:** Must be able to lift 25+ pounds and get up and down off the ground without too much discomfort.
- **Flexibility:** This position may require occasional local travel, and a flexible schedule to respond to ministry needs.

**Ready to be part of something amazing? Join our Kids Ministry team and be a part of a transformative journey that will shape lives for generations to come.**