



Kent Island Children's Ministry Coordinator

Job Description

September 2025

Reports To: Kent Island Campus Pastor

Position Type: Part-time/hourly up to 20 hours/week

Purpose: Leads with and upholds the Children's Ministry strategy to families and volunteers.

BASIC QUALIFICATIONS:

- Models the lifestyle of a passionate maturing follower of Jesus; with a deep, personal commitment to Jesus
- Spiritually mature, emotionally intelligent
- Demonstrates humility
- Demonstrates discernment and godly wisdom
- Enthusiastically embraces God's vision for BACC
- Theologically aligned with BACC as found in our doctrinal statement and position papers
- Equipper and mobilizer of people to reach others and serve the community
- Servant leader and Team player who thrives on leading through others.
- Teachable and approachable
- Ability to manage broad, diverse, and complex ministry
- Detail oriented

RESPONSIBILITIES:

Sundays

- Prepares environment for volunteers and children
 - Open rooms
 - Set up check-in station(s)
 - Set up large group space(s)
 - Ensure rooms are safe, clean and ready for children
- Manages gathering
 - Ensures volunteers report to assigned rooms
 - Oversees all volunteers to ensure policies and procedures are being implemented appropriately
 - Directs families and children to the appropriate environments
 - Manages child-to-volunteer ratios
- Leads and organizes training of all volunteers
 - Holds organized leader huddles
 - Ensures volunteers obtain and have read Volunteer Handbook

- On-the-job training
- Ensures all volunteers have completed all forms before serving
- Recruits for all open positions within preschool and elementary
- Communicates and casts vision and strategy to parents and volunteers
- Steps in on child discipline issues as needed
- Ensures all areas are clean and safe at the end of each Sunday

Weekdays

- Recruits volunteers
- Follows up with volunteers
- Coordinates and manages volunteers for each gathering
- Works with the campus pastor/campus coordinator on follow-up with new families
- Joins all meetings for team training on strategy, volunteers, events, volunteer appreciation, support and encouragement
- Keeps all forms up-to-date and posted within database
- Works with Children's Ministry Team on weekend prep
- Works with campus pastor to maintain physical appearance and safety of environment
- Attends staff meetings
- Meets regularly with campus pastor to plan upcoming events, encouragement and support
- Meets with Children's Ministry Director regularly
- Thinks through the planning of ministry calendar
- Attends Children's Ministry events
- Helps with Children's Ministry church-wide initiatives
- Supports church-wide special events

EXPERIENCE & SKILLS DESIRED:

- Bachelor's degree recommended but not required.
- High-level passion for children is a must
- 2-3 years of experience related field preferred
- Strong interpersonal skills
- Excellent written communications skills
- Good working knowledge of data-base-related applications
- Self-starter and initiator are a must
- Outgoing personality; excellent networking skills