

## Children's Ministry Volunteer & Program Coordinator

This is not a sit-back-and-watch kind of job. We're looking for someone who loves kids and adults, is quick on their feet, and thrives on juggling people, plans, and last-minute surprises — all while helping children know and love Jesus.

You'll play a vital role in making sure our Children's Ministry is fully staffed, supported, and running smoothly each week. From recruiting and encouraging volunteers to editing curriculum, managing schedules and supplies, this job is equal parts people-loving, problem-solving, and spreadsheet-using.

### What you'll be doing:

- **Build and support the volunteer team** for Nursery, Preschool, Elementary, Awana, and events
- **Manage weekly schedules** and find subs when needed (or step in yourself!)
- **Coordinate Awana volunteers** and be present on-site each week
- **Communicate clearly** with volunteers and staff (email, text, calls, and in person)
- **Edit Curriculum, organize supplies and materials** for Sundays and events — including shopping and prep
- **Keep things running smoothly** using Google Suite, Word, Excel, and church database systems

### We're looking for someone who:

- Loves working with people — from preschoolers to parents
- Is organized, adaptable, and calm under pressure
- Is a strong multi-tasker
- Handle physical work
- Can problem-solve quickly and independently
- Has experience using digital tools and managing details
- Brings positive energy and a team-first mindset

Send resumes to Kal Otis at [Kotis@livinghope.us](mailto:Kotis@livinghope.us)