

Kids Connect Administrator

Win: Deliver an excellent first impression and seamless check-in experience that helps families feel welcomed, informed, and confident their kids are safe and cared for.

Reports to: Kids Ministry Director

Roles

First Impressions

- Create a warm, welcoming environment for new and returning families in the KIDS lobby
- Ensure volunteers are trained and equipped to provide an exceptional guest experience
- Maintain an inviting, organized, and family-friendly check-in and lobby space

Check-In Expert

- Serve as the point person for all check-in systems and ministry software updates
- Manage and troubleshoot check-in stations and hardware
- Update and maintain registrations, events, attendance, and volunteer records

KIDS Admin Assistant

- Provide administrative support for KIDS staff and ministry events
- Assist with scheduling, rosters, and volunteer communication
- Organize and track supply orders, forms, and digital files

Enforce Safety & Policies

- Ensure all safety, security, and dismissal procedures are followed consistently
- Monitor background checks and serve-team compliance
- Communicate policy reminders and updates to volunteers and parents

Childcare Coordinator

- Schedule and coordinate childcare workers for church events and programs
- Vet, onboard, and train new childcare team members
- Maintain accurate records of hours, coverage, and approved workers

Qualifications

- A deep love for God and others.
- A committed follower of Jesus Christ marked by integrity and authenticity
- Agreement with The Chapel's mission, values, and essential and distinctive beliefs
- Proven leadership experience with staff and volunteers in a church or ministry context
- Strong organizational, relational, and communication skills
- Ability to develop leaders and multiply ministry through others
- Bachelor's degree preferred (or equivalent ministry experience)

Regular Work Schedule: Mondays-Thursdays, Sunday mornings, Wednesday evenings: 10-15 hours/week, 12 months)