



# ALL CHURCH

## AC Kids Coordinator

Cincinnati, OH  
2026

**Job Title:**

AC Kids Coordinator | Full Time (Sunday - Thursday)

**Job Description:**

- The AC Kids Coordinator will support and collaborate with the AC Kids Director in carrying out the mission and vision of AC Kids. They will serve both behind the scenes and in leadership, ensuring AC Kids is a place where children are equipped and encouraged to grow in a relationship with Jesus.

**Reports to:**

- AC Kids Director

**Responsibilities:**

- Meets weekly with the AC Kids Director to ensure AC Kids is running smoothly and living out the four core values.
- Attends staff meetings and other required collaborative meetings with fellow ministry leads.
- Connects with the Director of Facilities for space management, repairs & improvements.
- Supports the AC Kids Director in developing leaders within AC Kids.
- Takes part in the execution of onboarding and training of Crew members.
- Works with AC Kids Director in leading and organizing AC Kids training and event meetings.
- Maintains and troubleshoots the electronic check-in system and updates processes as needed.
- Leads the Weekly Task Team to ensure the AC Kids space is ready for Sunday mornings.
- Manages all ordering/purchasing of classroom materials/supplies, equipment, gifting.
- Oversees all digital elements & software within AC Kids. (Toddler - Upper Elementary)
- Leads the Sunday morning Kids Experience as Point Person.
- Builds relationships with the AC Kids Crew, while offering feedback and areas of improvement.
- Organizes and oversees all babysitting needed for groups and special events.
- Works alongside the AC Kids Director to execute family events and outreach (VBS, Parent's Night Out, Baby Dedication, Alltober Fest).
- Supports in the planning and purchasing for AC Kids specific events and holidays.
- Performs other duties and responsibilities as assigned to support the overall mission and operations of the church.

**Personal Health & Development:**

- Ongoing personal and professional development. (reading, conferences, mentorship)
- Nurtures their spiritual growth in their walk with Jesus.
- Contributes to staff culture and the values of the church.

**Key qualities:**

- High capacity
- Able to multitask and adapt to various Sunday morning roles.
- Ability to lead and prepare devotional content for team meetings.
- Demonstrates skill and confidence in using Apple and digital communication tools.

**Preferred (but not required):**

- Previous experience in kids ministry and/or teaching.
- Serving experience in AC Kids or similar programming.