



JOB TITLE: Redeemer Kids Ministry Coordinator (Part-Time)

Reports to: Kids Ministry Director

Hours: 10–15 hours per week

Status: Part-time

Position Summary

The Kids Ministry Coordinator supports the operational health and effectiveness of Redeemer Kids Ministry by providing leadership over systems, communication, scheduling, and volunteer support. This role ensures that Sunday and midweek environments are prepared, consistent, and scalable by overseeing ministry operations and supporting volunteer leaders.

This position functions as an operational lead, translating ministry vision into reliable systems and helping volunteers succeed through clarity, follow-through, and coordination.

Key Responsibilities

Volunteer Scheduling & Coordination

- Utilize Planning Center to manage volunteer schedules for Sunday services and Wednesday programming
- Communicate scheduling needs, reminders, and updates to volunteers
- Help ensure appropriate volunteer coverage across ministry environments for Redeemer Kids programs/events.
- Coordinate with team leads to address scheduling gaps proactively

Volunteer & Team Support

- Support and coordinate administrative volunteers and team leads
- Serve as a primary point of contact for operational questions
- Reinforce expectations, timelines, and processes
- Identify and communicate areas where volunteers need additional clarity or support

Ministry Operations & Systems

- Oversee operational systems including:
 - Room and space management
 - Curriculum preparation
 - Supply coordination
 - Sunday and midweek ministry readiness
 - Meal event coordination needs
 - Help ensure systems are documented, communicated, and consistently followed
 - Identify opportunities to improve systems as ministry grows

Communication & Coordination

- Assist in maintaining clear and consistent communication with volunteers
- Ensure accurate information is shared in a timely manner

Program Support

- Support operational readiness for monthly (and future weekly) Wednesday programming

Environment Readiness

- Ensure ministry environments are prepared and supported
- Coordinate follow-up and problem-solving as needed

Qualifications

- A growing relationship with Christ
- Agreement with the mission, vision, and doctrines of Redeemer Church
- Strong organizational and communication skills
- Experience using Planning Center or similar scheduling tools (preferred)
- Ability to lead through clarity, consistency, and follow-through
- Comfortable supporting and coordinating volunteers
- Able to manage multiple details while maintaining a big-picture perspective
- Self-directed and dependable
- Prior experience in ministry, nonprofit, or volunteer-based environments preferred

Ideal Candidate Characteristics

- Enjoys helping others succeed
- Thrives in structured, repeatable systems
- Calm, reliable, and solution-oriented
- Values teamwork and sustainability

Working Conditions

- Part-time hours with some weekend and occasional evening availability

Why This Role Matters

This position helps ensure Redeemer Kids Ministry operates with clarity, consistency, excellence and sustainability as the ministry grows. It supports volunteers, strengthens systems, and contributes to a healthy and effective ministry environment.

Note: This job description outlines key responsibilities but is not an exhaustive list of duties. Additional responsibilities may be assigned as needed.