



Job Description

Position Title: Kids Ministries Coordinator

Department: Next Gen

Reports To: Kids Ministries Director

Status: Part Time (24 hrs/wk); Salaried, exempt

Revised: 04.15.25

Primary Purpose

The Kids Ministries Coordinator seeks to change the lives of kids and their families by coordinating the Kids Ministries department (Birth – Pre-K and Elementary) at the campus. Under the supervision of the Kids Ministries Director, the Kids Ministries Coordinator will assist in building an environment where kids can be connected to a small group leader, other than their parent, who will walk alongside them during this season of their life. Through casting vision, developing a team of small group leaders, and executing the Kids Ministries programming strategy, the Kids Ministries Coordinator will inspire kids and their families to follow Jesus.

Essential Functions/Key Result Areas (KRAs)

- Recruit, develop, equip, empower, and care for small group leaders, coaches, and other Kids Ministries volunteers to provide direction, growth, and multiplication of their respective areas of ministry through maintaining open lines of communication and personal involvement in their lives and ministries.
- Engage with and equip families based on their season of life.
- Provide event coordination for Kids Ministries environments for weekend experiences, including First Impressions efforts in the kids' environments, as well as executing Kids Ministries special events.
- Maintain consistent communication with leaders and parents to clarify and connect them with the vision, direction, and upcoming events in Kids Ministries.
- Collaborate with Campus Directors and Campus Support Next Gen team to support and enhance curriculum, determine and plan creative and content aspects for events, and monitor the health and direction of the Kids Ministries team.
- Work with the Kids Ministries Director and other campus ministry leaders to accomplish Kids Ministries growth goals and overall campus goals.
- Assist Kids Ministries Director in making Kids Ministry participation 20% of total church attendance.
- Assist Kids Ministries Director in keeping healthy volunteer-to-child ratios (Infant = 1:2, Toddler 1:4, and Pre-K= 1:6).
- Other duties as assigned

Position Requirements

Supervisory:

- Recruit, lead, and develop volunteers

Knowledge/Skills/Abilities:

- Leadership
- Vision casting
- Team building
- Volunteer recruitment and training
- Ability to work in alignment with others on team and across campuses
- Understands the vision and mission of NewPointe's Next Gen Ministries, their environments, and their objectives

Qualifications

Education: High school diploma required; College degree preferred

Experience:

- Previous experience in leading volunteers
- Related experience in ministry leadership preferred

Licenses: Must possess a valid driver's license

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds and be able to assist in setup or teardown

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability.
 - Regular attendance at NewPointe services.

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date