



Job Description Kids Ministry Coordinator

The Kids Ministry Coordinator at Visalia Naz provides administrative and logistical support for Kids Ministry. The role ensures that systems, scheduling, and operations run smoothly so that the ministry can effectively serve children, families, and volunteers. This person will also contribute to the overall health and culture of the ministry by building relationships with kids and their families.

Responsibilities:

1. Administrative Support

- Manage Kids Ministry databases, rosters, and records.
- Oversee check-in systems and ensure accurate attendance tracking.
- Handle communication with parents regarding schedules, events, and updates.

2. Volunteer Coordination

- Recruit, onboard, and schedule Kids Ministry Volunteers
- Ensure all volunteers are properly trained, background checked, and supported.
- Maintain clear and consistent communication with volunteer teams.

3. Event Coordination

- Coordinate logistics for Kids Ministry events (VBS, Family Sundays, events, etc.)
- Manage registrations, payments, and follow up communication.
- Ensure all events are organized, well staffed, and executed smoothly.

4. Systems and Organization

- Maintain supplies, curriculum materials, and classroom organization.
- Ensure classrooms are prepared and ready for each Sunday.
- Assist in developing and improving ministry systems and processes.

5. Sunday Support

- Lead and oversee Kids Ministry logistics on Sunday Mornings.
- Support Check-in and classroom transitions as needed.
- Assist the Next Gen Pastor in creating a welcoming and organized environment for families.

Qualifications:

- Strong organizational and administrative skills.
- Ability to manage multiple tasks and details efficiently.
- Strong communication and interpersonal skills.
- A heart for serving children and families.
- Experience in administration or ministry coordination preferred.
- Alignment with Nazarene doctrine and the mission of Visalia Naz.

Hours + Pay

This position is 20-30 hours per week.

Compensation to be determined based on experience.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of responsibilities. The role may evolve over time, and additional duties may be assigned as needed by the church leadership.