



JOB DESCRIPTION

KIDS ADMINISTRATIVE COORDINATOR

LOCATION: *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

REPORTS TO: *Kids Director*

COMPENSATION STATUS: *Part-Time | 20 Hours Weekly | \$23-\$25 per hour*

START DATE: *July 6, 2026*

POSITION SUMMARY

The Kids Administrative Coordinator supports the weekly systems, communication, and preparation needed for Grace Kids to create safe, organized, and engaging environments for children and families. This role helps ensure volunteers feel equipped and classrooms are prepared so ministry leaders can focus on discipleship and relationship building.

The ideal candidate is organized, proactive, relational, and passionate about helping create excellent ministry environments behind the scenes.

PRIMARY RESPONSIBILITIES

Team Communication and Scheduling

- Manage Grace Kids volunteer schedules through Planning Center
- Ensure all serving positions are filled for Sunday services
- Communicate weekly with team members so they feel informed, prepared, and encouraged before serving
- Coordinate substitute volunteers and schedule adjustments as needed
- Help onboard new volunteers into scheduling systems and team communication workflows

Curriculum and Classroom Preparation

- Print, organize, and prepare curriculum materials for all classrooms and age groups
- Ensure classrooms are stocked with supplies, lesson materials, crafts, and needed resources
- Assist with organizing and maintaining clean, welcoming, and functional classroom environments
- Coordinate weekly prep needs with the Lead Kids Director and ministry leaders

Check-In Administrative Systems

- Manage the Grace Kids check-in system and ensure smooth Sunday morning operations

- Troubleshoot check-in issues and assist families as needed
- Maintain accurate attendance records and family information
- Help oversee classroom rosters, labels, security procedures, and child pickup systems
- Assist with database management and organizational systems within Planning Center

Sunday Support

- Help create an organized and welcoming experience for families and volunteers on Sundays
- Support volunteer teams and classroom leaders during services
- Assist with special events, trainings, and seasonal ministry initiatives as needed

COMMITMENT

This is a part-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace and the Lead Kids Director annually.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

DISCLOSURE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

QUALIFICATIONS

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of the Director as summarized above. Preference will be given to those who demonstrate a genuine call to ministry, a true servant's heart, and application and supporting materials that demonstrate the following:

- A mature and growing faith in Christ that serves as a model to those they lead (1 Corinthians 11:1).
- Member of Grace Community Church or willingness to become one upon onboarding.
- Strong organizational and administrative skills
- Strong communication skills both written and verbal
- Ability to manage details and follow through consistently
- Comfortable learning and managing digital systems and databases
- Experience with Planning Center is preferred but not required
- Ability to work well with volunteers, parents, and ministry leaders
- Full agreement with the doctrinal position of Grace Community Church and membership covenant.

GRACE'S MISSION STATEMENT

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7

GRACE'S VALUES

RADICAL GRACE

We embrace God's perfect love as a community of imperfect people.

Luke 7:36-50

BETTER TOGETHER

We pursue authentic relationships for the sake of spiritual growth.

Hebrews 10:23-25, Acts 2:42-47

TRUTH TRANSFORMS

We seek transformation through the unchanging word of God.

2 Timothy 3:16-17, Hebrews 4:12

BE THE CHURCH

We engage God's mission as a sent people in the everyday and not just Sunday.

Acts 1:8; Romans 10:14-15

GENEROUS LIVING

We live generous lives that reflect the goodness of the Gospel.

1 Timothy 6:18, 2 Corinthians 9:11

MADE TO MULTIPLY

We equip disciples and communities to grow so that they multiply.

Matthew 28:18-20, 2 Timothy 2:2

GENERATION NEXT

We develop tomorrow's leaders today.

Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2