



JOB DESCRIPTION

PRETEEN 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 Preteen Coordinator provides leadership and weekly coordination for the preteens in kids ministry (4th–6th grade) at Grace Community Church. This role is responsible for building and supporting volunteer teams, creating a consistent and engaging Sunday experience, and helping preteens take steps toward becoming disciples of Jesus.

The Preteen Coordinator works closely with the Kids Director and is part of the Family Ministry Team, ensuring alignment with the overall vision and discipleship pathway of Grace.

PRIMARY RESPONSIBILITIES

Sunday Program Coordination

Oversee all aspects of the Preteen environment during Sunday services. Ensure a safe, welcoming, and engaging experience for 4th–6th grade students. Prepare materials, supplies, and setup for weekly programming.

Volunteer Team Leadership

Recruit, schedule, and support teachers, small group leaders, and service hosts. Provide clear communication and weekly direction to team members. Develop leaders by equipping and encouraging them in their roles.

Small Group Environment

Ensure consistent, relational small group experiences for preteens. Help leaders facilitate discussion, connection, and spiritual growth. Support curriculum implementation in alignment with Grace Kids strategy.

Next Gen Alignment

Collaborate with the Kids Director and Next Gen Team. Support transitions between Kids, Preteen, and Youth Ministry. Help reinforce the church's discipleship pathway in the Preteen environment.

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).

- Must be a member of Grace Community Church or become a member.
- Passion for discipling preteens and partnering with families.
- Strong organizational and communication skills.
- Ability to lead and develop volunteer teams.
- The ability to address conflict and initiate needed course corrections directly, fairly, and graciously.
- 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