



JOB DESCRIPTION

Job Title: DC Kids Coordinator (Alafaya Campus)

Positions Reports To: DC Kids Pastor/Director
Dotted line to Campus Pastor

Summary:

- To support DC Kids Pastor/Director in relational and pastoral care of kids, families, and volunteers.
- Coordinate with DC Kids Administration, Site Coordinators & KidCare team ensuring a smooth and seamless experience for staff, volunteers, kids and families while on Discovery Church Property.

Educational Requirements

- Bachelor's degree in ministry or relevant field.

Experience Required

- Experience in administration support.
- Familiarity with kids' ministry.
- Experience in administration, coordination, and event planning.

Primary Responsibilities

Staff Coordination

- Provide support supervision (dotted line) of Site Coordinator and Kid Care Supervisor

Volunteer Coordination

- Provide on-going care and leadership for DC Kids volunteers.
- Develop meaningful relationships, encourage, and support for the DC Kids volunteers.
- Manage all workflows to onboard new volunteers.
- Provide all training for new volunteers and existing volunteers.
- Manage all volunteer scheduling for weekend services, events and other facility needs.

Campus Coordination

- Partner with parents in discipling and raising their children.
- Build connections and relationships with kids.
- Partner with DC Kids Admin to ensure all curriculum, resources and supplies are available for weekend services, events, and facilities.
- Manage all scheduling, registration, and Check-Ins, and hosting for the Welcome Team/First Impressions (Hospitality), Nursery, Preschool-Kindergarten and Elementary Teams for weekend services, events (baptism, ParentChild Dedication, Gathering, Night of Worship, et.al), and other facility needs.
- Partner with other Ministry Administration regarding room usage, any overlaps or conflicts.



Campus Coordination continued...

- Manage small groups and classes.
- Coordinate all aspects of events hosted on Alafaya Campus (ie. baptism, ParentChild Dedication, Night of Worship, et.al)
- Support global events that include DC Kids and/or KidCare (Gathering, Night of Worship, Conferences, et al)
- Teach weekend services as needed
- Partner with KidCare Coordinator as a support and it relates to shared resources.
- Anything else that may develop in the course of time.

Basic Qualifications

- Excellent written and verbal communication skills.
- Strength in relationship building.
- Member of Discovery church or willing to become a member.
- Planning Center Online experience.
- Strong organizational skills.
- Ability to multitask.
- Strong time management skills.
- Attention to detail and problem-solving skills.
- Proficient or some experience in Microsoft Products (Office 365):
 - MS Excel
 - MS Outlook
 - MS PowerPoint
 - MS Word
 - SharePoint
 - MS Teams

Important Characteristics

- Called to and passionate about kid's ministry
- Loves people; loves kids
- Pied Piper
- Energetic
- Loves and has connection with the campus/community
- Understands commitment
 - Weekends, Christian holidays
 - Kids ministry almost always runs parallel with adult ministry