



PART-TIME (20 HOURS- Salary/Exempt) POSITION DESCRIPTION (Coordinator)

DEPARTMENT: Family Team
DATE: 12/08/2025

TITLE: Kids First Impressions & Childcare Coordinator
NAME:

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS

1. Oversee the first impressions process for Grace Kids including but not limited to:
 - First time families
 - Check in process
 - Leadership development of the Kids First Impressions volunteer team
 - Weekly absent reports
2. Recruit and train volunteers and childcare workers
3. Oversee the volunteer/employee schedule for the Kids First Impressions and Kids Hub teams, making sure those environments are fully staffed
4. Oversee the Kids Hub (childcare for volunteers' children)
5. Schedule childcare for events/groups as needed
6. Manage the Grace Kids social media accounts

ORGANIZATION AND RELATIONSHIPS

The Kids First Impressions and Childcare Coordinator will report to the pastor who oversees Family Ministry. This position operates at a team level with the Family Ministry team, as well as the rest of the staff.

NATURE OF POSITION

This position will serve alongside the Early Childhood Coordinator, Grade School Coordinator, Special Needs Coordinator, and other Grace staff where childcare is needed.

QUALIFICATIONS

1. A personal and growing commitment to loving Jesus, becoming like Jesus and sharing Jesus with others
2. Strong leadership qualities
3. Strong commitment to volunteer ministry
4. Ability to thrive in a team environment and recognize the need for collaboration
5. Ability to develop and lead volunteers/employees who in turn organize and lead the ministry
6. Must be willing to live in healthy Biblical community with others
7. Must be relationally warm and friendly, outgoing personality, with the ability to lead and create kind and loving environments for staff, volunteers and families
8. Ability to see vision and create strategy and structure around the vision of the church