

# NEXT GEN

Because the next generation matters



## Kids Logistics Coordinator

Develop mature disciples of Christ in relationship environments.

J O B   D E S C R I P T I O N



# Kids Logistics Coordinator

**Title:** Kids Logistics Coordinator

**Accountable To:** Global Kids Director

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## JOB DESCRIPTION

The Kids Logistics Coordinator will focus on **logistics**, and provide clarity and organization for multiple different ministries within FC Kids. Specifically this position will manage multiple different systems and processes, coordinate events, and support all facets of kids ministry.

## DESCRIPTION OF DUTIES

### Managerial

- Be a visible leader on Sunday mornings and all ministry contexts.
- Execute the vision of Foothills Church within the context of kids ministry.
- Manage all ministry workflows through Planning Center.
- Schedule all volunteers for each area of kids ministry.
- Manage all statistics and data for the ministry.
- Lead the Curriculum Prep volunteer teams throughout the week.
- Manage the scheduling and logistics for all meetings and the ministry calendar.
- Oversee a detailed flow of information to all volunteers and parents.
- Manage all Planning Center tools to be used effectively.
- Assist the onboarding of all volunteers for the Kids Campus Director.
- Execute the vision of Foothills Church within the context of kids ministry.

### Coordinating

- Coordinate all events, special projects, and other initiatives.
- Regularly act as the liaison between Foothills Church and vendors for our events.
- Order all supplies and resources needed for ministry.
- Manage all events details such as room assignment, bus assignments, registrations, etc.
- Book tickets, hotels, meeting spaces, and etc. for staff conferences and work related functions.
- Coordinate with leadership in each environment on Sunday mornings and other events.

### Support

- Take notes and update Asana to reflect meeting minutes and tasks decided upon.
- Assist the Next Gen Pastor with various special projects when needed.
- Be regularly engaged in counseling kids, volunteers, and families.
- Be willing to assist in our other family ministry environments when needed.
- Assist the Kids Director with the onboarding of new staff.
- Respond appropriately to ministry emails, calls, and texts.
- Support the Next Gen Pastor through organizing reports and data for the family ministry.
- Operate the front desk on a rotational basis.

### **SPIRITUAL QUALIFICATIONS**

- Loves God, families, and kids.
- Possesses the qualification of a deacon (1 Timothy 3).
- Maintains a consistent quiet time.
- Maintains an overall healthy lifestyle physically, emotionally, and spiritually.
- Sustains a positive mentality even when things are difficult.
- Possesses a married passion for evangelism and discipleship.
- Spiritually and emotionally mature.

### **ORGANIZATIONAL QUALIFICATIONS**

- Able to manage systems and operations digitally.
- Has a high level of emotional intelligence and problem solving skills.
- Possesses great interpersonal skills with adults and students.
- Able to manage an app based task list, calendar, and email.
- Able to plan 6-12 months in advanced.
- Able to proof read and format word documents and spread sheets appropriately.

### **SPIRITUAL GIFT SET**

- Is a spiritual parent.
- Highly relational.
- Able to counsel biblically.
- Able to contextualize to multiple different groups and ages of kids.
- Possesses a servants heart.

## POSITION DETAILS

### Hours

- Partime - Flexible