



Position Description

Job Title: KidCity Coordinator
Department: KidCity
Reports To: KidCity Pastor
FLSA Status: Salary Non-Exempt

Summary:

This position is responsible for ensuring all aspects of KidCity’s ministry support systems are handled smoothly and efficiently. Provide leadership or substantive project management where required for special events, Sunday mornings, and volunteer training.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) to navigate the organization’s needs and requests.

Essential Duties and Responsibilities (other duties may be assigned):

- Welcome visitors, screen and direct phone calls/emails/inquiries, and make sure the KidCity office is fully equipped and functions smoothly.
- Process expenses and maintain Expensify for the department with regularity.
- Assist Director of Operations with special events coordination and implementation.
- Assist City Friends, Preschool, and Elementary Directors with support tasks as necessary.
- Recruit and coordinate special operations team for curriculum prep and large-scale special projects, cleaning and restocking of environments, and preparing rooms and spaces for Sunday.
- Assist with KidCity volunteer onboarding
- Handle and safeguard confidential information and maintain accurate data on all volunteers.
- Participate in leadership development and special event opportunities as requested.
- Practice self/soul care regularly, transparent communication with supervisor, and openness to feedback to ensure a healthy employment atmosphere.
- Attend one of the primary worship services the majority of each month.

Qualifications:

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in complete agreement with the Church of the City’s Statement of

Faith. Represents and upholds Church of the City's mission, vision, and culture by demonstrating a strong work ethic, positive attitude, and learning posture. The incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent required; baccalaureate degree preferred.

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and close attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; practical time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

Physical Requirements:

Ability to lift or carry up to 20lbs

Ability to sit for extended periods

Ability to work at a keyboard and other related equipment

Ability to move about to accomplish tasks related to role