

## **Grace Kids Ministry Operations Coordinator**

*Part-Time | 25 -30 hours per week \$22 an hour*

### **About Grace Church**

Grace Church is a vibrant, mission-driven community of over 1,100 weekly attendees located in the heart of Glendora, California (greater Los Angeles area). Our mission is simple yet transformative: Helping people find and follow Jesus. This mission is lived out through our core values: authenticity, generosity, community, diversity, and practical Bible teaching.

Our campus is designed to foster connection and spiritual growth. It features multiple buildings, two worship venues, dedicated kids and student spaces, a gymnasium, a coffee shop, an outdoor plaza, a sports field, office building, and several meeting rooms. Under the leadership of Pastor Kevin Finkbiner, we are passionate about creating environments where lives are transformed and faith is deepened.

### **About This Role**

Grace Kids exists to help kids and families find and follow Jesus. As our Ministry Operations Coordinator, you'll play a vital role in making that mission possible by ensuring families feel welcomed from their very first visit and that our volunteer teams are equipped, supported, and thriving. This isn't just about keeping things running—it's about creating environments where life change happens for both kids and the adults who serve them.

Overseeing ministry operations for birth through 6th grade, you'll report directly to Amber Baker, Family Pastor, collaborating to translate vision into actionable plans. You'll own the volunteer pipeline and first-time guest experience while supporting Sunday operations and special events. You'll bring heart and systems together, building relationships while establishing processes that help our growing ministry serve families well. This role requires the ability to align resources—people, facilities, and tools—with both Grace Kids priorities and church-wide strategic goals.

### **Primary Responsibilities (60-70% of role)**

#### *Volunteer Management & Pipeline*

- Oversee the complete volunteer journey: recruiting, applications, interviews, background checks, onboarding, and ongoing training
- Maintain volunteer database and tracking systems
- Develop and nurture the volunteer pipeline to meet ministry growth needs
- Coordinate with team leaders to identify volunteer needs and gaps
- Provide coaching, feedback, and spiritual guidance to volunteer coordinators and ministry teams
- Create a culture of appreciation and support for our volunteer teams

### *First-Time Guest Experience & Family Retention*

- Own the first-time visitor experience from check-in to follow-up
- Implement parent follow-up systems and communication
- Track guest visits and coordinate retention efforts for second and subsequent visits
- Work with the team to identify and remove barriers that prevent families from returning
- Build relationships with new families and help them find their place in the Grace Kids community

### **Supporting Responsibilities (30-40% of role)**

#### *Sunday Operations*

- Ensure Sunday morning services run smoothly across all Grace Kids environments
- Serve as point person for problem-solving and communication on Sundays
- Coordinate with service teams and address real-time needs

#### *Special Events & VBS Support*

- Provide operational support for special events, VBS, and seasonal programming
- Assist with event planning, volunteer coordination, and logistics

#### *Program Administration*

- Support overall Grace Kids programming with administrative tasks and project coordination
- Help establish new processes and refine existing systems
- Maintain organized records and communication systems
- Assist with the Child Protection Policy and AB506 as needed.

### **Strategic Leadership & Staff Collaboration**

As a valued member of the Grace Church staff team, you will:

- Collaborate with the Family Pastor and staff across all ministry areas to ensure cross-departmental coordination
- Contribute to long-term planning, ministry development, and resource allocation for Grace Kids
- Align ministry operations with church-wide strategic goals and initiatives
- Participate in regular staff meetings, training, and team-building activities
- Support church-wide initiatives and events as needed
- Meet staff expectations for professionalism, communication, and spiritual leadership

### **What We're Looking For**

- **Relational:** You genuinely love people—both volunteers and families—and build trust naturally
- **Organized:** You can manage multiple moving pieces without dropping balls
- **Team-Oriented:** You thrive in collaboration and see yourself as part of something bigger
- **Systems-Minded:** You understand (or are eager to learn) how systems and processes help ministry thrive
- **Strategic Thinker:** You can see how day-to-day operations connect to the bigger-picture vision and goals
- **Flexible:** You adapt well when Sunday mornings don't go according to plan
- **Heart for Ministry:** You're excited about helping kids and families grow in their faith

### **Schedule & Logistics**

- 25-30 hours per week
- Sunday availability required
- Flexible weekday hours to be determined
- Reports to Amber Baker, Family Pastor

**To apply:** Send resume to Amber Baker [abaker@grace-church.com](mailto:abaker@grace-church.com)