



**POSITION:** Kids CHVRCH Administrative & Volunteer Support

This part-time, paid hourly position supports Kids CHVRCH by coordinating the schedule of approved volunteers, preparing classrooms and curriculum materials, organizing supplies, and completing assigned administrative tasks.

**SUPERVISION AND SCOPE:** Under the Lead Pastor's direction, this position coordinates volunteer scheduling and classroom preparation, ensuring volunteers are informed and supplied with needed materials. Ministry leadership retains responsibility for volunteer recruitment and approval, training, ministry vision, curriculum selection, pastoral care, and safety policies.

The Lead Pastor resolves staffing shortages. Weekend communication and Sunday duties follow the employee's agreed work schedule.

**HOURS:** Approximately 10 paid hours per week, with work distributed across the week to accommodate volunteer scheduling and classroom preparation. Specific work periods and any required Sunday availability will be agreed upon with the Lead Pastor. Additional hours require advance approval.

**WEEKLY SCHEDULE:** TBD in coordination with Lead Pastor

**COMPENSATION:** \$23-25 per hour, depending on relevant experience

**VOLUNTEER SCHEDULING AND COORDINATION**

- Maintain the volunteer schedule in Planning Center according to approved classroom assignments and staffing requirements.
- Collect volunteer availability, communicate scheduling requests, and send timely reminders.
- Monitor volunteer confirmations and follow up on unanswered requests.
- Coordinate replacements for cancellations using the approved volunteer and backup lists.
- Promptly notify the ministry supervisor of unresolved staffing shortages or recurring scheduling concerns.
- Distribute approved lesson resources and relevant logistical information to scheduled volunteers.
- Maintain accurate scheduling records and communicate volunteer needs to the ministry supervisor.

**NECESSARY QUALIFICATIONS & SKILLS:**

- An ability to interact and partner with others in a manner that is filled with patience and grace.
- Must exhibit excellent verbal and written communication skills.
- Must be able to maintain a high level of confidentiality when working with parents, volunteers, kids, and other staff members.
- Must possess strong personal organizational skills, exhibiting an ability to work both independently and with others to meet stated deadlines.
- Must be able to serve alongside others with composure remaining flexible during changing circumstances or schedules.
- Strong familiarity with Planning Center, Slack, or a willingness to learn how to use both tools.

**Interested in Applying?** Email [tom@chvrchnsq.org](mailto:tom@chvrchnsq.org)