

Children's Ministry Coordinator



DATE: May 5, 2026
LOCATION: Osage, IA
REPORTS TO: Osage Campus Pastor
FLSA STATUS: Part-time, Non-exempt
WEEKENDS: Yes

Summary

The Children's Ministry Coordinator will cast the vision for and communicate the PLC Family Ministry philosophy of ministry at the Osage Campus and implement the structure and strategy in support of the vision and philosophy. A leader of leaders who coordinates and leads a team of volunteers who deliver engaging ministry from infant to 5th grade students with direct leadership and facilitation of the Children's Ministry program.

Essential Duties & Responsibilities

- Lead, oversee, and communicate vision for Children's Ministry leaders and volunteers.
- Managing data for the Osage children's ministry.
- Oversee the recruitment, training, scheduling, and development of all volunteers in the Children's Ministry programs.
- Maintain contact with parents, keeping them informed of topics/themes being studied, special events, etc. through printed notices, email, Facebook, etc.
- Provide tools for parents to equip them in their role as primary spiritual caregivers of their children.
- Foster strong working relationship with Family Ministry staff at other PLC campuses and coordinate with them on systems, use of curriculum, and leading volunteer teams.
- Oversee and coordinate the activities in PLC's Wee Kids and Kidventure ministries on Sunday mornings to ensure the physical and spiritual well-being of the children.
- Administer curriculum, policies, procedures, and vision for the Wee Kids and Kidventure ministries.
- Create and oversee organizational systems to ensure the Children's Ministry areas remain clean, organized, and safe.
- Coordinate supply lists to maintain an adequate inventory of supplies (i.e. snacks, drinks, diapers, wipes, glue sticks, etc.) and ensure that nursery and preschool rooms are well stocked at all times.

Supervisory Responsibilities

This position supervises volunteers involved in Children's Ministry at the Osage Campus.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The Individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The Candidate's daily walk with God will be an example to all. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree from a four-year college or university preferred.
- Equivalent combination of education and experience accepted.
- Experience coordinating and recruiting volunteers desirable.

Other Skills & Abilities

- The ideal candidate should be creative, have a passion and heartfelt concern for children, be high energy, hard-working, and possess the ability to motivate others.
- Proficient in technologies such as Facebook, texting, and willing to learn new technologies as they become useful.
- Understand the maturity levels and characteristics of children and the challenges they face today.
- The ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members and other employees of the organization, using proper grammar.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____

Date _____

Approved by Supervisor _____

Date _____