



# JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

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**POSITION TITLE:** Kidside Coordinator

**EFFECTIVE/REVISED:** 1/17/2025

**SUPERVISOR'S TITLE:** Campus Pastor

**DEPARTMENT:** Kidside

**CAMPUS:**  Irvine

Central

**LEADERSHIP LEVEL:**

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

**EXEMPT CLASSIFICATION:**

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

**PAYROLL STATUS:**

<input type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> PART TIME	WEEKLY HOURS: 25
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**01. Summary of Position:**

Eastside’s unofficial motto is “This Is For Everyone.” Eastside’s mission is to Pursue God, Build Community, and Unleash Compassion. If you’re looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership and is intentional about promoting a healthy staff culture, then Eastside might be the place for you.

The Irvine Kidside Coordinator will be responsible for coordinating and facilitating ministry and services for nursery, preschool, and elementary children, ages birth to 5th grade. This role emphasizes Pastoral leadership in team building, managing stressful situations in a biblical and calm manner, creative problem-solving, ensuring cleanliness in all Kidside environments, and fostering a welcoming and inclusive atmosphere that reflects exceptional interpersonal skills.

**02. Ministerial Functions:**

- Provide strong pastoral leadership and management to support the ministry objectives of the Kidside Department at the Irvine campus while creating an inclusive environment where all feel welcome and valued.

- Prepare curriculum and/or other Christian training materials for the Kidside Department with attention to making lessons engaging and meaningful for a variety of learning styles.
- Assist children, parents, and Change Makers in their faith journeys by teaching and leading worship as needed, empowering others to do the same, and cultivating strong interpersonal connections.
- Foster a culture of biblical wisdom, calmness, and resilience when managing challenging situations, ensuring everyone feels supported and valued.
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings while maintaining an inviting and hospitable atmosphere.

### **03. Supervisory Responsibilities:**

- Recruit, equip, and lead volunteers within the Kidside Department, emphasizing a culture of hospitality, collaboration, and mutual respect.
- Build and sustain a team culture that prioritizes meaningful relationships, personal growth, and creating spaces that inspire belonging and inclusion.

### **04. General Duties and Responsibilities:**

- Collaborate with the Central Team to develop ministry plans aligned with ECC's strategic goals, incorporating innovative and welcoming approaches that cater to diverse needs.
- Create and implement 3x6 goal plans to carry out the ministry vision while fostering a sense of community and teamwork.
- Attend monthly team meetings, weekly programming meetings, and annual retreats/conferences, contributing ideas that prioritize interpersonal connection and engagement.
- Build and care for the Kidside Change Maker teams by fostering trust, collaboration, and a supportive environment. Provide leadership development to empower team members and maintain open communication to address challenges with a Christ-centered perspective. Focus on creating welcoming spaces that promote inclusion, leveraging principles from hospitality and customer service to foster meaningful connections and a sense of belonging.
- Oversee and execute special Kidside events and programs, both on and off campus, ensuring they reflect an exceptional standard of hospitality and inclusivity.
- Maintain consistent communication with parents via emails, social media, flyers, and mailers to nurture relationships and keep families informed.
- Develop strong relationships with children and their families, prioritizing their spiritual and emotional well-being and ensuring they feel connected and valued.
- Coordinate and supervise all Kidside rooms and weekend services to ensure smooth operations and a welcoming, organized environment.
- Implement and uphold rigorous cleaning protocols for Kidside spaces, ensuring a safe, healthy, and inviting atmosphere.
- Communicate technical needs to the Tech Director in advance of weekend services with a proactive and collaborative approach.
- Prepare and organize all service resources and supplies, including curriculum, diapers, wipes, toys, and more, with attention to detail and hospitality.

- Maintain classrooms and facilities to reflect a clean, safe, and Christ-centered environment that feels inviting and inclusive.
- Think creatively to address campus-specific challenges and unique needs, ensuring solutions prioritize a hospitable and people-focused approach.
- Perform other responsibilities as assigned by the supervisor.

#### **05. Time Commitment**

This part-time role requires the following time commitments:

- **Wednesdays:** On-site in Anaheim from 9:00 AM to 3:00 PM.
- **Thursdays and Fridays:** On-site at the Irvine campus from 9:00 AM to 4:00 PM.
- **Sundays:** On-site at the Irvine campus from 7:00 AM to 1:00 PM.
- \*\* Keep in mind that we can get creative in this part-time scheduling.

*Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

#### **06. Qualifications:**

- Strong personal faith in Jesus Christ as Savior and Lord, with a heart for serving God and others.
- Demonstrates exceptional pastoral leadership skills in building and maintaining teams, emphasizing inclusivity, problem-solving, empathy, and collaboration.
- Skilled at managing stressful situations with a biblical perspective and a calm demeanor, fostering confidence and trust.
- Organized, detail-oriented, and proactive in maintaining a high standard of cleanliness and hospitality.
- Strong oral and written communication skills, with an ability to connect meaningfully with diverse groups of people.
- Ability to exercise independent judgment and discretion when addressing ministry needs, always prioritizing interpersonal care and hospitality.
- Proficient with Microsoft Office Suite and/or Google Suite, familiar with social media platforms, and able to learn additional applications as required.

#### **07. Employment Understanding:**

- Agreement to abide by ECC's Personnel Manual and Policies, and to support, without reservation, the Vision and Beliefs Statement through ministry duties.
- Commitment to conduct oneself in a manner that honors Jesus Christ, supports the Code of Conduct policy, and positively represents ECC by demonstrating a hospitable and welcoming demeanor.
- Regular participation in ministry team meetings, department meetings, and small groups, contributing to a positive and inclusive team culture.
- Engagement in ongoing religious education and leadership development to support the ministry of the Gospel and enhance interpersonal and hospitality skills.

- This job description will be reviewed annually with the position’s supervisor, and goals will be set and evaluated semi-annually.

**08. Physical Demands & Work Environment:**

- Must be able to occasionally lift and/or move up to 20 pounds.
- Intermittent sitting and standing. Requires hearing, speaking, and fluent reading abilities. Must be able to accurately use calculators, computers, and handheld devices while maintaining a hospitable demeanor.

We concur with this Job Description.

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Staff Member

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Supervisor

\_\_\_\_\_  
Date