



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Kidside Coordinator

EFFECTIVE/REVISED: January 2026

SUPERVISOR'S TITLE: Campus Pastor

DEPARTMENT: Kidside

CAMPUS: Campus: Park Rapids

Central

LEADERSHIP LEVEL:

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

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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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.

01. Summary of Position:

The Kidside Coordinator will be responsible for coordinating and facilitating ministry and services for preschool and elementary children, nursery to 5th grade.

02. Ministerial Functions:

- Provide management of ministry through monitoring and maintaining the ministry objectives of the Kidside Department of the Park Rapids campus and by conducting ministries that meet those objectives.
- Execute the curriculum provided and/or other religious training materials for Kidside Department.
- Assist children, parents, and Change Makers toward maturity in their faith by teaching and leading worship as needed and delegating the same to others.
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.

03. Supervisory Responsibilities:

- This job has no staff supervisor responsibilities.
- Supervises volunteers within the Kidside Department.

04. General Duties and Responsibilities:

- Collaborate with the Central Team to develop ministry plans that support the ECC strategic plan
- Complete 6x6 goal planning forms to carry out the ministry plan
- Attend monthly team meetings and annual retreats/conferences
- Attend weekly programming meetings with central service team members
- Meet with supervisor as needed
- Recruit, equip and care for Kidside Change Maker teams
- Oversee special Kidside events and programs on or off campus.
- Communicate with parents regularly via: Emails, Social Media, Flyers, Mailers, Etc.
- Develop relationships with kids and their families
- Coordinate and supervise all Kidside rooms and weekend services.
- Facilitate Kidside cleaning protocol for rooms: spray, wash, deep clean when scheduled
- Keep open communication with Campus Pastor and central team to stay abreast of changes
- Communicate any technical needs to site Tech Director (Prior to the weekend)
- Execute service resources/needs: Diapers, wipes, supplies, curriculum, toys, tubs, etc.
- Ensure that classrooms and facilities reflect a safe, professional, Christ-like environment
- Oversee childcare needs for On Campus Groups or special events on the Park Rapids campus
- Perform other responsibilities as assigned by supervisor.

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

05. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion, and completed First Step (or is willing to complete in the next 3 months).
- Must be ordained, commissioned, or licensed for the ministry of the Gospel.
- Must have a minimum of 4 years of biblical instruction.
- Must be a college graduate or be able to demonstrate, through experience in practical ministry, a comparable knowledge level.
- Must have a minimum of 2 years of related ministerial experience.
- Must be considered a spiritual leader of the church by those who know him/her, both at Eastside and/or a previous church in which he/she has served as a minister or key volunteer.
- Organized with attention to detail.
- Strong oral and written communication skills.
- Ability to exercise independent judgment and discretion
- Strong computer skills: knowledgeable with Microsoft Office Suite and/or Google Suite, Internet savvy for browser research, understand and utilize social media, and able to learn other computer applications.

06. Employment Understanding:

- Agreement to abide by ECC Personnel Manual and Policies, and to support, without reservation, the Vision and Beliefs Statement, through conveying the Church’s message in his/her ministerial duties.
- Agreement to conduct himself/herself on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of ECC.
- Required to perform job duties according to the theological beliefs and standards of Eastside.
- Attendance at Ministry Team meetings and department meetings is required
- Will be expected to participate in continuing religious education to support his/her ministry of the Gospel.
- Must abide by and embody Eastside’s Staff Values
- This Job Description will be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- The skills of ministry and ministerial responsibilities of this individual will be reviewed on an annual basis along with his/her performance in other areas of responsibility.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Executive Team.

07. Physical Demands & Work Environment:

- Must be able to occasionally lift and / or move up to 20 pounds
- Intermittent sitting and standing. Hearing, speaking and ability to read fluently; ability to accurately read calculator, computer and hand-held devices.

We concur with this Job Description.

Staff Member

Supervisor

Date