

## **RC KIDS PREP COORDINATOR**

### **JOB DESCRIPTION**

**Job Title:** RC Kids Prep Coordinator  
**Status:** Full-time: 32-40 hours  
**Supervisor Title:** Director of RC Kids  
**Date Prepared/Revised:** May 2026

The RC Kids Prep Coordinator is responsible for overseeing the coordination of all supplies to support the RC Kids Sunday experience, events, and the organization of all RC Kids spaces.

#### **Competencies:**

- Highly organized and detail oriented
- Familiar with computer organization software such as Google Doc, Sheets, and Canva
- Physical endurance to lift and carry medium-heavy items on a regular basis
- Ability to build, and lead, and care for volunteer teams
- Strong verbal and written communication skills
- Able to prepare and manage multiple tasks simultaneously

#### **Responsibilities:**

- Recruit and lead a team of volunteers that prepare supplies for the Sunday morning experiences in RC Kids including small group, worship and family connection supplies
- Regularly meet with prep team volunteers to develop, train, care for and appreciate them
- Oversee the distribution and restocking of supplies each month
- Evaluate the effectiveness of the prep process while developing streamlined and efficient prep systems
- Review curriculum monthly to ensure most effective use of supplies. Work with coordinators to make edits before submitting to Director of RC Kids for final approval.
- Manage the budget for RC Kids supplies while maintaining warehouse spaces and keep them organized
- Attend meetings as instructed by the Director of RC Kids including staff, creative, and individual meetings
- Create volunteer teams to assist in implementation of projects and events
- Assist with additional RC Kids projects as assigned

#### **Direct Reports:**

- None

#### **Key Strengths:**

- Responsibility, Relator, Achiever, Arranger, Consistency

#### **Personal Responsibilities**

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.