



**SKYLINE**  
CHURCH

Helping people find and follow  
Jesus seven days a week.

**Position:** Kids Care Coordinator

**Location:** La Mesa, CA

## THE ROLE

The goal of the Kids Care Coordinator is to oversee and support Skyline Kids Ministry by managing all Kids Care and Preschool Ministry preparations, staff, and operations. The Kids Care Coordinator reports to the Children's Director.

## RESPONSIBLE FOR:

### 1. Modeling Biblical Priorities

The Kids Care Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. The Kids Care Coordinator should represent a growing personal relationship with Christ. The Kids Care Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Kids Care Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

### 2. Job Responsibilities

- Recruit, train, and support Kids Care staff and maintain team health.
- Oversee classroom setup, breakdown, supplies, and budgeted areas.
- Monitor Kids Care environments and enforce safety and evacuation policies.
- Plan group promotions, maintain staff files, and manage billing.
- Serve as liaison for Children's Leadership Team and multi-site curriculum.
- Communicate with staff through weekly updates and quarterly meetings.
- Participate in creative planning, design signage for allergies/food, and assist with printing needs.
- Provide direction during services, designate leads, and be present on weekends.
- Support and help coordinate special events.



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### EXPECTATIONS:

- Maintain a growing personal relationship with Jesus Christ.
- Demonstrate loyalty to Skyline Church, its leadership, and mission.
- Commit to the goals and team values of Skyline Kids Ministry.
- Continually develop skills to excel in the role and build a strong, healthy Kids Care staff.

### QUALIFICATIONS:

- Strong organizational and communication skills (written and verbal).
- Ability to meet deadlines and learn necessary computer programs.
- Familiarity with payroll systems and basic HR processes.

### KEY TRAITS:

**Include the following:** Administration, servant attitude, enthusiasm, flexibility, dependability, teamwork, communication, excellence, and initiative.

## TO APPLY

Please submit resumes to Robin Davidson via email: [rdavidson@skylinechurch.org](mailto:rdavidson@skylinechurch.org)

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](https://SkylineChurch.org)



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