



RIVER CHRISTIAN CHURCH

RCC Kids Operations & Volunteer Director (FT)

Job Description:

To lead the volunteer systems, safety, check-in, Sunday operations, and data management for RCC Kids (birth through 4th grade), ensuring excellent, secure, and fully staffed ministry environments that support the Preschool and Elementary Directors' discipleship strategy.

Core Competencies:

- Spirit led & driven individual who passionately loves Jesus and others
- A team player and systems thinker
- Strong recruiter with the ability to retain and encourage volunteers
- Clear, timely communicator (written and verbal)
- Detail-oriented; able to build and execute repeatable processes
- Understands safety, security, and best practices for children's ministry
- Ability to effectively market, promote, and create strategies for communication to volunteers.

Organizational Structure:

- Reports to - RCC Kids Ministry Director
- Oversees - Potential volunteers through their onboarding process, check-ins volunteers
- Works closely with – RCC Kids Ministry staff

Scope of Responsibilities:

RCC Kids Volunteer Pipeline: year-round recruiting, screening, references, background checks/renewals, onboarding, role placement, and off-boarding.

Church-Wide Volunteer Onboarding: guide volunteers across all ministries through RCC's onboarding requirements, including applications, background checks, required training, completion tracking, and handoff to the appropriate ministry leader.

Scheduling & Communication: build and maintain fully staffed schedules for all services; confirmations, reminders, and substitutions

Training & Compliance: publish and maintain training policies/procedures; coordinate orientation and annual refreshers; track certification completion; maintain incident reports

Safety & Check-In: oversee KidCheck, secure check-in/checkout, room ratios, emergency procedures, and facility readiness in partnership with RCC Security

Sunday Operations: run-of-show execution for rooms and lobbies; first-time family experience; supplies/inventory; room setups and resets

Data & Reporting: attendance and volunteer metrics; “missing-in-action” reports for follow-up; trend dashboards for Kids team

Events Logistics: registration systems, rosters, safety plans, volunteer staffing, room/space requests, and day-of operations (Directors own content/discipleship outcomes)

Communications (Operations): maintains a rolling 6-month ops communications plan with RCC Communications (sign-ups, schedules, confirmations)

Family Touch-points (Admin): manage monthly birthday card process and similar systematized mailings

Budget (Operations): manage ops budget lines (supplies, check-in, training materials, background checks) in coordination with RCC finance

Collaboratively works as a team player with the rest of the RCC staff/volunteers; attends staff meetings and planning sessions

Supports church-wide initiatives and participates in church-wide events as assigned

Involved in a life group, a relational environment, with an intentional leader, and a reproducible process for making disciples of Christ

Character and Personal Values:

- Growing disciple of Jesus with daily rhythms of prayer, reading, spiritual disciplines
- Maintain God ordained priorities in your life by putting Jesus first, your spouse second, your family third, and ministry fourth.
- Protect and preserve the unity of the church body, especially in the context of RCC leadership and staff relationships.
- Be an active and relationally engaged member of the RCC family, including regular participation in a life group and weekend service attendance.
- Invest and invite the lost to know Jesus, connect with God, connect at RCC, and grow spiritually.
- Strong personal heart for people, the faith community, and the surrounding community
- Productive, proactive, manages time well, organized, and self-starter.
- The candidate should agree with RCC’s beliefs, values, vision, and mission.
- Must have a good sense of humor.
- Previous experience in Children’s Ministry is preferred but not required