

Job Description

Kid's Ministry Associate Director

FLSA DETERMINATION: Non-exempt
Hours Part- Time- 25 hours a Week
ACCOUNTABILITY: Kid's Ministry (Pastor of Next Gen Ministries as needed)
MINISTRY/DEPT: Kid's Ministry
Date prepared/revised: July 2026

SUMMARY OF POSITION:

Responsible for assisting the Kid's Ministry Director to develop and implement a comprehensive program of Christian development and education through a wide range of opportunities for children birth through 5th grade.

PURPOSE:

The Kid's Ministry Associate Director supports the Kid's Ministry Director in fulfilling Coker Kid's mission to help Coker Families progress in God's grace, and help San Antonio to realize God's Kingdom, with focused oversight of Coker Español, our Spanish-speaking children's ministry. This role executes established curriculum and programming, builds relationships with Spanish-speaking families, and equips bilingual volunteers, while also supporting family, preteen, and discipleship events across the broader Kid's Ministry where we meet children and families, help them believe in Christ, grow as followers of Jesus, and help them go make disciples.

SKILL & EDUCATIONAL REQUIREMENTS:

- ☐ Education: HS Diploma, Ministry Experience/Interest in pursuing a ministry position.
- ☐ Experience: Entry Level Ministry Position
- ☐ Fluent in English and Spanish

ORGANIZATIONAL RELATIONSHIPS:

- ☐ Communicate with other departments/committees throughout the church to see where the families can make a difference or be of help
- ☐ Interact with various organizations in and around the city

WORKING CONDITIONS:

- ☐ Evening and weekend hours are required
- ☐ Visits and calls to hospitals or homes when children or their families are in crisis
- ☐ Percentages of Time:
 - o 35% - Engagement with Kids and Families (8.75 hours/week)
 - o 40 % - Office & Prep Time (10 hours/week)
 - o 20% Meetings (5 hours/week)
 - o 5% Continuing Education (1.25 hours/week)

NEEDED ATTRIBUTES:

- ☐ Christian beliefs consistent with Global Methodist church doctrine
- ☐ Have Christ-like love for children and the willingness to serve

DUTIES AND RESPONSIBILITIES:

- ☐ Be in contact with children and families through off site visits, emails, letters and phone calls to foster relational family ministry, in compliance with our communication policy
- ☐ Coordinates activities for Coker Kid's Ministry Programs and Special Events
- ☐ Coordinates activities for Coker Español Kids and Families
- ☐ Help to plan and implement new programs and special activities as requested by the Kid's Ministry Director including, but not limited to,

Coker Kids Camp, Special Events, Family Discipleship Events, PreTeen Events, etc.

- ☐ Recruit and help manage the Coker Kids Camp leadership team
- ☐ Help maintain and order supplies for special events
- ☐ Coordinate shopping for special events
- ☐ Plan and coordinate Coker Español Bible presentation
- ☐ Be present on Sunday mornings to welcome and answer questions
- ☐ Be available to teach Sunday school or assist where needed
- ☐ Attend meetings as requested
- ☐ Work cooperatively with other members of the Kid's Ministry Team
- ☐ In collaboration of the Kid's Ministry Director upkeep of Social Media accounts and finding
- ☐ ways to engage families and students effectively on those platforms
- ☐ Keep up social media accounts and find ways to engage families effectively on those platforms in collaboration with the Kid's Ministry Director.
- ☐ Assist with education and programing as requested
- ☐ Perform other duties as requested by the Kid's Ministry Director and Pastor of Next Gen Ministries
- ☐ Be a good steward with the resources God has provided to Coker Methodist Church (Matthew 25:21)

Additional Requirements:

- ☐ Must have Texas Driver's License
- ☐ Reliable transportation