FIRST McKINNEY
BAPTIST CHURCH

Job Description

Job Title: Kids Resource Coordinator

Job Purpose: Provide resources for all First McKinney Kids programs.

Responsibilities:

- Gather and distribute supplies for programs: Sunday classes, Wednesday classes, kid bags for the sanctuary, MomCo, Incredible Fridays, Parent Night Out, Summer Camps, and other special events.
- Collect baskets and replace/restock resource items to the resource room at the end of each event that happens during the week. There are four to five events in one week during the school year and camps in the summer.
- Ensure that all items are clean, have all necessary parts, are in appropriate storage containers, etc. before being placed back into inventory.
- Supply and restock consumable and non-consumable items by tracking usage and making adjustments based on past trends and anticipating amounts for upcoming events.
- Refill and restock all shared classroom items with office supplies, first aid kits, sanitation supplies, some designated toys, seasonal books/puzzles/cookie cutters for Play-Doh, and Play-Doh tools.
- Be available for other team projects that arise on an as-needed basis including Mission McKinney, EasterFest and other special events.
- Communicate with the appropriate people to order various supplies: the Kids Administrative Assistant through the online form, the church receptionist, or the Custodial Supervisor.
- Notify the Kids Minister of items that need to be repaired, replaced, or replenished.
- Use technology such as Google Applications for emails, forms, spreadsheets, calendar, and shared drives etc. to streamline workload.
- Maintain the workroom copier by supplying paper, fixing paper jams, replacing toner and staple cartridges, etc.
- Maintain and use laminators, Die-cut machines, cutting boards and blades, etc.
- Create and update visible signage/labels for classrooms and resource areas to preserve organizational systems.
- Control QR codes, the forms associated with QR codes, and the push notifications to various emails.
- Keep an inventory of all supplies in the various resource areas.
- Assist in maintaining, organizing, and cleaning all storage and resource areas on an ongoing basis.
- Collaborate closely with the FBLC Resource Coordinator to oversee, maintain, and improve organizational systems within shared resource and storage areas.
- Develop and maintain positive, professional, and collaborative working relationships with the FBLC Resource Coordinator, teachers, and staff, communicating effectively and working together to support shared ministry needs.

Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Flexibility of hours- job requires a varied day to day schedule based on the programs where resources are needed.
- Physical stamina- job requires standing, lifting and walking for most of the day. Employee should be in good physical health and able to lift resource baskets, place items on high shelves, climb ladders and complete other physical aspects of the job.
- Must be able to multitask, be detail oriented, focused, and capable of working collaboratively or alone.
- Must be able to work year-round.
- Must be comfortable working autonomously.

Part Time: Hourly	FLSA Status: Non-Exempt
Ministry: Kids	Account #: 60060
Reports to: Kids Minister	Date Prepared: September 2026