

# **KidsPoint Coordinator (Downtown St. Pete) + Curriculum Associate**

**BridgePoint Church – Downtown St. Pete Campus**

**Part-Time | ~20 hrs/week | Non-Exempt | \$17-20**

The KidsPoint Coordinator (DTSP) + Curriculum Associate helps people get closer to God by creating safe, engaging, and mission-aligned environments where children from babies through 5th grade can learn about Jesus. This role blends campus-based leadership with central curriculum development, making it ideal for someone who loves both people and content.

This position leads KidsPoint ministry at the Downtown St. Pete campus while also supporting the adaptation and development of Bloom (Babies–Preschool) curriculum for use across all BridgePoint campuses.

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## **What You'll Love About Working at BridgePoint**

### **Schedule**

- Part-time: ~20 hours/week
- Flexible weekday hours
- Sunday morning support at the Downtown Campus during KidsPoint programming

### **Part-Time Benefits**

- Employee Assistance Program (EAP) — work-life, counseling, legal & financial support
- 8 paid hours of Volunteer Time Off (VTO) per year
- Retirement Plan Matching available after 90 days
- A culture that prioritizes spiritual health, teamwork, and a positive environment focused on helping people grow closer to God

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## **About the Role**

This role serves in two connected capacities:

As the KidsPoint Coordinator at the Downtown Campus, you'll lead Sunday KidsPoint environments, support and shepherd volunteers, connect with parents, and help build community among families.

As a Curriculum Associate, you'll partner with the central KidsPoint team to adapt Bloom (Babies–Preschool) curriculum so it is developmentally appropriate, engaging, and aligned with KidsPoint's discipleship strategy.

You'll work closely with the KidsPoint Director and the Downtown Campus Pastor, serving as a bridge between campus realities and central KidsPoint strategy.

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## Key Responsibilities

### **Campus Coordinator Essential Duties, Responsibilities and Expectations (10 Hours):**

- Schedules Campus KP Volunteers
- Supervise volunteers on Sundays
- On-Ramp new volunteers for Campus
  - Interview
  - Train
  - Follow Up
- Maintains safe and clean environments at the Campus.
- Gives tours and assists new families.
- Builds relationships with attendees, volunteers, and staff.
- Collaborates with the central KP team to communicate regularly with the campus, volunteers and parents regarding children's ministry.
- Engages in weekly KP Team meetings to reflect on the previous Sunday, collaborate on improvements, and stay aligned on central events and updates.
- Engages in bi-weekly downtown team meetings
- Assists with campus special events when possible.
- Shares campus-level feedback with the KP Director on centrally produced curriculum, policies, and communication, helping inform improvements and alignment across campuses.

### **KidsPoint Associate Essential Duties, Responsibilities and Expectations (10 Hours):**

Under the direction of the KidsPoint Director, supports KidsPoint programming and discipleship strategies with a primary focus on adapting curriculum for Bloom (Babies–Preschool).

- Adapts centrally developed KidsPoint curriculum for Bloom (Babies–Preschool) to ensure it is developmentally appropriate, engaging, and aligned with KidsPoint values and goals.
- Translates core curriculum into age-appropriate lesson plans, leader guides, and hands-on activities for Babies–Preschool.
- Works with the Central Admin Assistant to prepare and organize Bloom curriculum materials, including packing and prepping curriculum boxes for campus use.
- Provides feedback on how Bloom adaptations are functioning in ministry settings, noting strengths and opportunities for improvement.
- Collaborates with the KP team on Churchwide and KidsPoint events, as needed.

- Stays informed on early childhood developmental best practices and discipleship approaches to support effective curriculum adaptation.
- Performs other related duties as assigned.

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## Who Thrives in This Role

We're looking for someone who is:

- A follower of Jesus who professes Him as Lord and Savior
- Organized, dependable, and detail-oriented
- Comfortable managing multiple tasks and deadlines
- A team player who enjoys supporting others and building healthy systems
- Committed to active membership and participation at BridgePoint Church

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## Qualifications

- High school diploma or equivalent required.
- Bachelor's degree in education, early childhood development, religious studies or a related field preferred, (4+ years ministry experience may be considered as a substitute for required degree).
- Children's ministry curriculum development experience preferred

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## Physical Requirements

- Ability to stand, walk, and sit for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- Ability to bend, stoop, and reach.
- Ability to climb stairs and navigate uneven terrain.
- Ability to operate a computer and other office equipment.
- Ability to drive and have a valid driver's license.
- Ability to respond quickly in emergency situations and provide appropriate assistance.

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## How to Apply

Please submit a cover letter, resume and [employment application](#) as a single attachment when applying to [jobs@bridgepointfl.com](mailto:jobs@bridgepointfl.com) and include the position title as the subject line.

Application and background check will be required prior to employment.