



# MERCY ROAD CHURCH ANDERSON

## Mercy Kids Director

**Status:** Part-time

**Department:** Next Gen

**Supervisor Title:** Next Gen Pastor

## Position Summary

The Mercy Kids Director serves as the administrative and operational leader of Mercy Kids. This role oversees volunteer management, scheduling, communication, systems, and weekly execution, while directly leading the Early Childhood hallway (Infant–Kindergarten) to ensure excellence each Sunday.

The Mercy Kids Director also supports Next Gen communication by preparing and distributing the Next Gen newsletter (Mercy Kids and Mercy Students updates).

This position manages the day-to-day operations of Mercy Kids so the Next Gen Pastor can focus on vision, shepherding, teaching, and broader leadership.

**Schedule:** In-person Sundays from 7:00 AM–1:00 PM. Remaining hours may be completed remotely through planning, scheduling, and administrative work.

## Key Responsibilities

### Volunteer & Administrative Leadership

- Recruit, onboard, schedule, and develop Mercy Kids volunteers
- Maintain volunteer rosters, background checks, and compliance records
- Own weekly scheduling and classroom coverage
- Distribute curriculum and ensure volunteer preparedness
- Communicate consistently with volunteers and families
- Manage systems, documentation, supplies, and ministry logistics
- Coordinate events and seasonal programming

- Cultivate a healthy, organized, and relational volunteer culture

## **Sunday & Early Childhood Leadership**

- Serve as the operational point person for Mercy Kids each Sunday
- Ensure classrooms are prepared and functioning smoothly
- Troubleshoot needs in real time and uphold safety standards
- Directly oversee and develop the Infant–Kindergarten hallway
- Ensure classrooms are reset and coordinated with the Academy for weekday use

## **Next Gen Support**

- Prepare and distribute the Next Gen newsletter
- Assist with communication and logistics for Next Gen events
- Provide occasional logistical oversight for Mercy Students when the Next Gen Pastor is absent (not a regular teaching role)

## **Qualifications**

- Growing relationship with Jesus and alignment with Mercy Road Church's mission and values
- Strong organizational and administrative ability
- Proficiency with spreadsheets, digital systems, and communication tools
- Experience with Canva and church management software preferred
- Relational, dependable, and execution-driven