

**Waypoint Church**  
**WayKids Supply Coordinator**  
**Job Description**

**Job Title:** WayKids Supply Coordinator  
**Department:** WayKids  
**Reports To:** Associate WayKids Director  
**FLSA Status:** Non-Exempt, Part-Time (20 hours weekly)

**SUMMARY**

The Waykids Supply Coordinator provides organizational and curriculum supply support for all children's weekly programming and special events. The supply coordinator maintains resource rooms to provide support to those who serve in the ministry, with the goal of encouraging children and families to trust in Jesus Christ and follow Him in every area of their lives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administrative Support**

- Gather, purchase, and/or create Sunday morning supplies for weekly nursery, preschool, and elementary curriculum.
- Monitor average attendance to ensure sufficient supplies are prepared for each space.
- Print and distribute lesson copies for nursery, preschool, and elementary curriculum.
- Clean up from Sunday and reset weekly supplies in each space.
- Maintain organization and function in resource rooms, storage closets, and nursery closet.
- Oversee and manage use of shared resource room supplies in collaboration with multi-site coordinator(s) and childcare coordinator.
- Oversee supply volunteers.
- Alert ministry assistant of any activities involving possible allergens or sensitivities.
- Attend scheduled WayKids staff meetings and all-staff meetings.
- Assist the WayKids directors in the planning and implementation of ministry events, including volunteer training, classes, and special events.
- Provide staff support to volunteers on occasional Sunday mornings when a director is absent.

**General Responsibilities and Expectations**

- Be a supportive voice for WayKids and Waypoint Church.
- Maintain flexibility and collaboration with staff and volunteers.
- Be proficient and teachable in Word, Excel, Outlook, Canva and Rock.
- Understand working hours may need to be flexible when preparing for special events.
- Manage time well.
- Represent and be aligned with Waypoint Church's vision, goals, values, and policies.
- Serve regularly in Sunday morning WayKids.

**PERSONAL QUALIFICATIONS**

**Character Traits**

- Passion for Christ, the gospel, and the local church
- Evidence of continued spiritual growth
- Participation in the life of the church
- High integrity and strong work ethic
- Self-directed team player
- Maintains confidentiality

**Gifts, Skills, and Talents**

- Service-oriented
- Administration and organization
- Strong oral and written communication skills
- Ability to organize multiple projects and multiple needs
- Ability to discern needs and respond appropriately
- Maintains composure under pressure

**EXPERIENCE**

- Minimum 3 years of experience in an administrative ministry-related role preferred

**EDUCATION**

- High school diploma/GED with related experience
- Associate or bachelor's degree preferred