

Upper Elementary Coordinator



UPPER ELEMENTARY COORDINATOR ROLE DESCRIPTION

The Upper Elementary Coordinator ensures we offer high-impact, high-energy, highly-relational ministries that position upper elementary-age children to grow spiritually and powerfully experience the love of Christ by leading the recruitment and onboarding of volunteers; directing the small group ministry; coordinating the administrative and logistic support for the upper elementary ministry; and ensuring kids and their families are well served.

RESPONSIBILITIES

Recruit and Lead a Highly Effective Volunteer Team to Help Kids Grow Spiritually

- Build a culture defined by love and unity
- Build a strategic plan to identify and recruit volunteers
- Recruit volunteers and train, lead, and direct them for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching, training and feedback for continuous improvement

Lead and Coordinate Small Group Ministry

- Ensure small groups' content and curriculum inspire life change
- Train leaders to facilitate highly relational and transformational groups
- Achieve appropriate volunteer to kid ratio

Serve and Support Team Members Before, During, and After the Sunday Services

- Ensure room is fully staffed and resources are prepared in advance
- Answer questions and serve as a resource

Execute Special Kids Ministry Events in Collaboration with Grace Place Team to Foster Family Engagement and Life Change

Cultivate Relationships with Kids and Families

- Connect relationally with kids and families during drop-off and pick-up times
- Take time to thoroughly understand each kid's needs
- Build relationships with kids during weekend services

Complete Administrative Responsibilities for the Upper Elementary Ministry

- Maintain all administrative documentation (attendance, follow-up reports, etc.)
- Complete screening, processing, and paperwork for all volunteers
- Ensure all safety and security teams are held to the highest standards
- Assist in preparing curriculum that engages kids and catalyzes spiritual growth

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active members
- Accept and uphold CHCC's Essentials of Our Faith

OTHER REQUIREMENTS

- Previous ministry experience required
- Four-year degree preferred