

Lower Elementary Coordinator



LOWER ELEMENTARY COORDINATOR ROLE DESCRIPTION

The Lower Elementary Coordinator ensures we offer high-impact, high-energy, highly- relational ministries that position kindergarten and first grade 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 lower elementary ministry; and ensuring children and their families are well served.

RESPONSIBILITIES

Partner with Lower Elementary Director to plan and deliver high-caliber trainings

Lead and Coordinate Small Group Ministry for Kindergarten – 1st Grade

- Ensure small groups' content and curriculum inspire life change

Support Team to Plan, Coordinate, and Execute Special Events (Including but not limited to VBS, Summer Events, Christmas Pageants, and Easter Family Festival)

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

- Build a strategic plan to identify and recruit volunteers (in collaboration with Lower Elementary Director)
- Build a culture defined by love and unity
- Ensure all team members know and uphold safety and security procedures

Partner with Volunteer Team to Cultivate Relationships With Children and Families

- Connect relationally with children and families during drop-off and pick-up times
- Take time to thoroughly understand each child's needs

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

Complete Administrative Responsibilities for Lower Elementary Ministry

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Lower Elementary Director and the Kids Ministry Director
- Attend department and all-staff meetings

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40

SUPERVISOR: Lower Elementary Director