

# Upper Elementary Director



## UPPER ELEMENTARY DIRECTOR ROLE DESCRIPTION

The Upper Elementary Director supports Great Commission fulfillment and advances Grace Place's vision by developing engaging, spiritually formative programming and events for kids grades 2-4; by serving as the lead teacher and communicator for all weekend services for this ministry; by ensuring a high-impact, high-energy, highly-relational 2<sup>nd</sup> – 4<sup>th</sup> grade ministry that positions children to grow spiritually and powerfully experience the love of Christ; by recruiting, motivating and equipping staff and volunteers to fulfill this vision; by ensuring kids and their families are well served; and by coordinating programs and events for spiritual growth.

## RESPONSIBILITIES

### Provide Effective and Inspiring Leadership for Upper Elementary Staff

- Develop and execute strategies to achieve the ministry vision, priorities and goals
- Build a culture defined by love and unity

### Design and Execute Highly-Engaging, Spiritually Formative Programming

### Ensure Effective Evangelism and Outreach

### Recruit, Lead, and Coordinate a Highly Effective Volunteer Team for Maximum Impact

- Create community among leaders, fostering a sense of team
- Recruit and directly lead programming volunteers for maximum impact

### Partner with Volunteer Team to Cultivate Relationships With Kids and Families

- Connect relationally with kids and families during drop-off and pick-up times

### Serve and Support Team Members Before, During, and After Weekend Services

### Complete Administrative Responsibilities for Upper Elementary Ministry

- Maintain all administrative documents (attendance, follow-up reports, etc.)

### Manage Department Budget At or Under Allocation

### 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

**POSITION TYPE:** Full-Time, Exempt

**HOURS PER WEEK:** 40+