

Upper Elementary Coordinator



UPPER ELEMENTARY COORDINATOR ROLE DESCRIPTION

The Upper Elementary Coordinator positions 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 for Upper Elementary students; coordinating the administrative and logistic support for the upper elementary ministry; and ensuring children 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 (in collaboration with Upper Elementary Director)
- Recruit volunteers and train, lead, and direct them for maximum impact

Lead and Coordinate Small Group Ministry

- Ensure small groups' content and curriculum inspire life change
- Send curriculum to leaders in advance (agreed upon timeframes)
- Train leaders to facilitate highly relational and transformational groups

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

- Ensure resources are prepared in advance for all elements of the Treehouse service
- Answer questions and serve as a resource

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

Complete Administrative Responsibilities for the Upper Elementary Ministry

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

- Manage email, voicemail and communication requests within twenty-four hours

Complete Other Responsibilities as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Upper Elementary Director
- Attend department and All-Staff meetings

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40+