



ELEMENTARY COORDINATOR ROLE DESCRIPTION

The Elementary Coordinator equips children from kindergarten through fourth grade to grow spiritually and powerfully experience the love of Christ by coordinating the administrative and logistic support for the Elementary ministry, participating in the recruitment and onboarding of volunteers, and ensuring children and their families are well-served.

RESPONSIBILITIES

Coordinate Logistics for Set-up and Tear-down of Elementary Spaces

- Ensure rooms are set up to provide a welcoming and enriching environment for children and volunteers
- Ensure resources are prepared in advance for all elements of the Elementary services
- Ensure rooms are neat, orderly and safe, and maintain 'Go Bags' in each room

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

- Answer parent and volunteer questions, and serve as a resource
- Assist in training leaders to facilitate highly relational and transformational groups
- Lead in rooms as necessary to ensure a safe and welcoming learning environment

Contribute to Recruiting Efforts and Assist in Leading a Highly Effective Volunteer Team to Help Kids Grow Spiritually

- Build and support a culture defined by love and unity
- Build a strategic plan to identify and recruit volunteers (in collaboration with Elementary Director and KIDSPPOINT Director)
- Recruit volunteers and train, lead and direct them for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement
- Partner with Elementary Director in planning and delivering high-caliber trainings
- Train volunteers in safety policies and ensure adherence to safety policies in the ministry

Cultivate Relationships with Kids and Families

- Connect relationally with children and families during drop-off and pick-up times
- Take time to thoroughly understand each kid's needs
- Build relationships with kids during the weekend service
- Pray for the kids and families you serve

Complete Administrative Responsibilities for the Elementary Ministry

- Maintain all administrative documentation (attendance, follow-up reports, etc.)
- Complete screening, processing and paperwork for volunteers

- Ensure CCB is organized, accurate and up-to-date
- Ensure all safety and security teams are held to the highest standards
- Assist in curriculum preparation and development

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

- Manage email, voicemail and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion and a service orientation

Perform and Complete 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 Elementary Director
- Attend department and All-Staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

Elementary Coordinator

MINISTRY:
Kidspoint

POSITION TYPE: Part-Time

HOURS PER WEEK: 20

SUPERVISORS: Elementary Director

SALARY RANGE: \$15 - \$22 / Hour

BENEFITS: Paid Vacation and Sick Leave