



CHRIST COMMUNITY CHURCH

KIDS MINISTRY - ELEMENTARY COORDINATOR

OBJECTIVE: To coordinate the direct discipleship of elementary students (K-5th) through a full array of weekly programs and special events

OVERSIGHT: Director of Children's Ministry

CLASSIFICATION: Part-time, Monday – Thursday & Sunday, 25 hours per week, salaried-exempt

QUALIFICATIONS & REQUIREMENTS:

Education:

- Bachelor's degree preferred

Experience:

- Previous experience as a volunteer or staff member in kids' ministry
- Previous experience teaching groups of children
- Basic knowledge of Microsoft Office Suite, including Word, PowerPoint, Outlook, and Excel
- Demonstrate knowledge and commitment to Reformed theology

Requirements:

- Be or become a member of Christ Community Church
- Love for children
- The ability to communicate theological truth to children
- Commit to performing duties in accordance with the church's vision, the Staff Handbook, and the Processes and Procedures Manual
- Possess the skills necessary to encourage, motivate, affirm, disciple, and nurture children and volunteer leaders
- Ability to deal with a range of individuals and behaviors in a tactful, congenial, and personal manner
- High ethical standards and appropriate professional image
- Exhibit personal integrity and self-motivation

Skills:

- Demonstrate a willingness to learn new tasks and functions
- Well organized and self-directed, with ability to plan and manage multiple projects
- Excellent people and communication skills, including the ability to communicate with children
- Interact effectively with others that reflects the gospel
- Analytical ability, good judgment, and strong servant leadership focus
- A high degree of patience

SPECIFIC RESPONSIBILITIES:

- Recruit, train, and coordinate volunteers for regular Sunday and Wednesday programming and special events
- Seek to accommodate children with various special needs (e.g. sensory room, personal assistants)
- Plan and implement weekly programs to include Sunday classes, Small Saints, and Wednesday night programming
- Teach as needed, including large group Sunday class lessons, Small Saints, and Wednesday night programming
- Research, plan, and purchase curriculum and supplies for programming and special events
- Manage the elementary budget
- Work with the Kids Team to communicate and execute safety plans in place and as new needs arise
- Hire, train, and manage elementary intern, if budget provides
- Assist in planning and execution of special events (e.g., Summer Activities, Easter Hat Parade, Barefoot Republic Camp, etc.)
- Build relationships with parents and children and foster connections between families and the church
- Organize the elementary hall, including storage and classrooms to ensure volunteers have needed supplies
- Attend and participate in Kid's Ministry and All-Staff Meetings
- Maintain and purchase supplies for Mr. Doug's Store
- Provide and maintain supplemental materials for children in the worship center