



JOB DESCRIPTION

Title:	Elementary Coordinator
Department:	Formation / Growth
Reports To:	Kids Director
Pay Status:	Part-Time 25 Hours / Non-Exempt

General Summary and Objective: Responsibilities include providing direct oversight and leadership to the Elementary (Grade 1-5) ministry. This role includes the responsibility of partnering with volunteers and parents to lead elementary kids in living and loving like Jesus.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implement the Kids Culture guide in Elementary ministry to ensure vision alignment with broader church vision
- Coordinate with Kids Director to create and maintain plans for Kids Church: lesson activities, large group lesson plans, small group activities, monthly themes, and mission projects
 - Coordinate with Kids Director to purchase and distribute curriculum
 - Oversee prep team for Kids Church
- Coordinate with the Kids Director to develop volunteer leader teams within Elementary ministry
 - Ensure volunteer leaders are living and loving like Jesus through a follow-up/coaching strategy
 - Communicate weekly with volunteers
 - Maintain ongoing recruitment process that meets the needs of Kids Church
 - Ensure new volunteers complete the established training process.
 - Provide ongoing training and coaching for existing volunteers in coordination with the Kids Director
 - Ensure appreciation strategy for volunteers is in alignment with Kids and Youth appreciation events and activities
 - Ensure that current volunteer background checks are complete and kept up-to-date
 - Ensure volunteer applications and reference procedures are in place and maintained
- Partner with parents
 - Talk with parents about incident reports, behavioral issues, special needs, etc., as appropriate
 - Consider parents in decision making and event scheduling process
- Participate in regularly scheduled Kids and Growth Team meetings

Additional Responsibilities:

- Manage the yearly Elementary budget and calendar in coordination with the Kids Director
 - Ensure that all paperwork is submitted in compliance with Finance team deadlines
- Attend any all staff meetings
- Perform other duties as assigned including seasonal events and other ministry events.

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Well-formed understanding of how elementary students learn and grow whether through formal education or experience
- Proven ability to lead teams and projects
- Flexible, adaptable, coachable, and teachable

Work Environment

This job operates in a large group elementary stage and a professional office environment. This role routinely uses standard office equipment, sound, and video equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is part-time and requires 25 hours each week. A typical schedule would be Monday and Tuesday 9:00 AM - 4:00 PM; Sunday 7:30 AM-12:30 PM, with remaining hours flexible.

Travel

This position may require occasional traveling for conferences, training, etc. as needed.

Created: March 31, 2022

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.