



JOB DESCRIPTION

Title: Elementary Coordinator
Department: Family
Classification: 18-20 hours, PT Non
Exempt

Reports to: Children's Director
Supervises: Volunteers
Updated: May 2, 2022

PURPOSE

To provide safe, clean, nurturing environment and programming for elementary age children to connect with Jesus

QUALIFICATIONS

Corporate

- Testimony of faith in Jesus Christ as Savior and Lord
- Has a maturing relationship with Christ and His church and is reaching out to those who do not yet know Him.
- Unreserved commitment to the purpose, vision, and core values of Constance Free Church
- Ability to abide by the policies, procedures, and practices of Constance Free Church
- Can subscribe without mental reservation to the EFCA Statement of Faith
- Effective communication skills: written, verbal and interpersonal
- Derives satisfaction from serving as a team player in a collaborative environment

Position Specific

- Preferred elementary education or child development background or degree
- Awareness of Fuller Youth Institute Sticky Faith Research
- Preferred experience teaching large groups of children
- Needs to know strengths and weaknesses. Position best fits with responsibility, relational
- Has general knowledge of Microsoft office and experience in using social media

RESPONSIBILITIES

Ministry (75%)

1. Hourly schedule 18-20 hours working Sunday mornings, Monday daytime, Tuesday evening school year and Thursday daytime.
2. Oversees grades 3-5 age group on Sunday mornings & at mid-week club programming
3. Recruits, on-boards and encourages children's ministry volunteers for both Sundays and Tuesdays
4. Oversees large & small group leaders, Sunday and Tuesday, for ages 8-10
5. Ensures intentional outreach to those far from Christ on a consistent basis
6. Plans special events for age group of children such as, two Friday night events, one weekend retreat and summer experience for oldest students
7. Assists in planning and carrying out the volunteer trainings
8. Plans and carries out décor, themes, props and visuals to enhance ministry
9. Ensures Constance Initiatives and special emphasis are communicated to children
10. Works with Associate and Coordinators to ensure volunteers are appreciated
11. Collaborates and helps to create and plan "Sticky Faith" events for parents/families
12. Gives input to Associate regarding worship for the age group overseen
13. Ensures huddle and prayer time happens before each hour on Sundays and mid-week club nights
14. Coordinates with other staff to pick themes & events for mid-week programming



Administration (25%)

1. Posts photos and special events using Social Media
2. Edits curriculum for Sunday & Tuesday programming for age group
3. Prepares weekly presentations for age group overseen
4. Adapts lessons and expectation for special needs students
5. Emails leaders weekly with lessons and reminders
6. Keep volunteer spreadsheets current
7. Arranges groups for mid-week programming for age group overseen
8. Prepares and tracks beginning of the year prep and award tracking throughout the club year
9. Communicates special projects and events
10. Collaborates with Associate and Coordinator
11. Responsible to uphold Safe Volunteer practices among volunteers
12. Work with Administrative Coordinator to purchase needed supplies for large & small group activities on Sundays & Tuesdays
13. Purchases, and organizes special incentives for mid-week programming

RELATIONSHIPS

The Elementary Coordinator reports to the Director of Children's Ministries, works closely with the Associate as well as other Coordinators.