Position: Elementary Coordinator

Reports to: LPKids Director

Status: Non-exempt (hourly)

Last Revised: August 2018



Overview

Lead and coordinate all programming that will result in a dynamic ministry environment for children in Kindergarten through 3rd grade. Cast the Family Life vision of partnering with parents to create opportunities for children to grow in authentic faith, by combining child development and age appropriate curriculum. Create a comprehensive strategy for children to help them find and follow Jesus.

Key Responsibilities

Programming

- Oversees the programming for the Elementary areas serving children in Kindergarten through 3rd grade (including 2 service kid classrooms)
- Manages room assignments for all participants according to age and ability level
- Communicates monthly with parents and weekly with leaders through multiple means such as email, phone and social media

> Volunteer Coordination/Staffing

- Leads, holds accountable, sets schedules, trains and recruits volunteer staff
- Oversees ministry team including Large Group Technicians and Teachers, Small Group Leaders and Room Coaches
- Provides vision, guidance and training to volunteer team
- Manages volunteer assignments, attendance and rosters through Fellowship One database
- Assimilates new volunteers to LPKids
- Communicates weekly with volunteer leaders to prepare them for weekend services
- Provides support for all volunteer needs
- Ensures all classrooms are adequately staffed each weekend for all services and fills in when needed/able

> Classroom Preparedness

- Oversees facility needs, including room reservations, signage, organization/cleanup of classrooms, room improvements and replacement of toys, books and furniture
- Maintains cleanliness weekly, including washing toys and wiping down furniture
- Purchases and restocks all needed supplies

> Special Events

- Assists in LPKids events including, but not limited to, Family Experience and Family Baptism Celebrations
- Other duties as assigned

Supervisory Responsibilities

- Oversees volunteer teams
- Oversees college intern
- Oversees summer staff

Qualifications and Required Skills

- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus
- Loves kids and has a genuine desire to help them find and follow Jesus
- Degree in Education/Child Development, or a minimum of 2+ years experience in Children's Ministry
- Proficient in Microsoft Office Products
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized, creative thinker and highly productive, working in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.

A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing
performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed
this document and have agreed to take the necessary steps to ensure success in this role.

Date	Supervisor Signature	Date
	 Date	Date Supervisor Signature