

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

