



**Position:** 4<sup>th</sup>/5<sup>th</sup> Coordinator  
**Reports to:** LPKids Director  
**Status:** Non-exempt (*hourly*)

**Last Revised:** April 2023

## Overview

Lead and coordinate all programming that will result in a dynamic ministry environment for children in 4<sup>th</sup> and 5<sup>th</sup> 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

- Plans the weekly programming for children in 4<sup>th</sup> and 5<sup>th</sup> grade.
- Plans and problem-solves aspects of the weekend service to include leader meetings, games, worship, lesson, small groups, behavioral issues, and parent needs.
- Plans for and problem-solves multiple events that serve as outreach platforms to share the gospel in fun and creative settings.
- Communicates with parents via social media, email and other platforms as needed to inform and partner with them in the spiritual growth of their child.
- Champions the upper elementary phase for 4<sup>th</sup>/5<sup>th</sup> graders.
- Runs the kids iWorship team.
- Partners with the LPKids Director for the Family Experience.

### ➤ Volunteer Coordination/Staffing

- Communicates weekly with leaders to keep them informed programmatically and to grow them in leadership.
- Evaluates volunteer effectiveness in their specific roles.
- Recruits and assimilates volunteers who love 4<sup>th</sup> and 5<sup>th</sup> graders.
- Manages volunteer schedules and oversees ministry teams including Large Group Leaders, Technicians, Teaching Team, Small Group Leaders and Room Coaches.
- Provides vision, guidance and training to volunteer team.
- Works with the LPKids team for volunteer assignments, attendance and rosters through the Planning Center database.
- Staffs the iWorship team, provides music options and runs multiple trainings.

### ➤ Classroom Preparedness

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

➤ **Special Events**

- Assists in LPKids events such as Family Experience and Family Baptism Celebrations
- Plans, organizes and oversees an annual retreat for 4<sup>th</sup> and 5<sup>th</sup> graders
- Plans, organizes and oversees an annual half-nighter event for 4<sup>th</sup> and 5<sup>th</sup> graders

**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 desires to see them grow into who God made them to be
- Degree in Education/Child Development, or a minimum of 2+ years experience in Children's Ministry, preferred
- Demonstrable competency in Microsoft Office Products
- Proven ability to take projects from beginning to end
- Relates well to all kinds of people and builds effective relationships
- Organized, creative thinker and highly productive, able to work in a fast-paced environment
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- Excellent written and oral communication skills
- Leader of leaders