

JOB DESCRIPTION

Position Title	Saturday Elementary Coordinator
Position Reports to:	Elementary Team Leader
Department:	Children's Ministry
Schedule (may vary)	10 hours/wk

General Description

To direct, build and support a strong team of volunteers who will serve in our Kindergarten through Third Grade Ministry on Saturday night. Be the point person for volunteers and direct the flow of classroom. Assist in the preparation of weekend activities and curriculum. Clean up of classrooms and reset for the Sunday morning service.

Position requires the individual to work Saturday evenings, arriving at 4:00 p.m. for setting up for the Saturday evening services. Position also requires the individual to attend weekly team meetings. Individual must have strong organizational skills as well as the ability to recruit volunteers. He or she must feel comfortable speaking in front of groups of children and volunteers.

Specific Duties and Responsibilities

- Attend CM Staff Meetings
- Attend Department Meetings
- Communicate closely with Saturday Elementary Team Leader
- Be the primary Storyteller on Saturday nights to your class
- Be a flexible team player and support any area of CM when needed

During the Weekend Responsibilities

- Arrive by 4:00pm on Saturday to set up classrooms
- Greet volunteers as they arrive early and have a time of prayer with your team
- Communicate with parents regarding the purpose, value, and procedures of Weekend Ministry
- Run the service
- Teach the large group for Elementary.
- Recruit, recruit, recruit (be on the lookout for potential volunteers for the ministry)
- Orient new volunteers with their duties in the classroom as well as volunteer paperwork requirements
- Communicate weekly curriculum to volunteers
- Record the count from Saturday night service onto the orange count sheet, then place orange count sheet in Sunday morning Coordinator's box
- Clean up classrooms and organize closets/shelves at the end of the night and prepare classrooms and supplies for Sunday.

During the Week Responsibilities

- Attend weekly team meetings
- Follow up with volunteers who had unplanned absences within a few days
- Return phone calls and emails promptly (within 24 hours unless it is your day off)
- Provide the Saturday night volunteers with a monthly schedule
- Recruit volunteers needed for the classrooms; arrange substitutes as needed

General Breakdown of Hours Per Week

- Sat. nights 4:00 – 8:00 (approximately 4 hours)
- 6 hours during the week to connect with Team Leader, connect with volunteers (emails / calls / schedules), help prepare activities and attend team meetings

Special Assignments

- Fill in for Sunday Coordinator when they are away
- Assist with training new volunteers
- Help with Christmas Eve childcare at some of the services (if in town for Christmas)
- Help with Harvest Party (optional)

Knowledge Skills Required for the Job

- Extremely dependable
- Flexible
- Organized
- Excellent recruiting skills
- Managerial experience
- Team player
- Passion for working with children

Desirable Qualifications

- Maintain a personal relationship with Jesus Christ
- Desire to grow in faith and commitment to God and participate in personal Bible study and prayer
- Worship regularly with the church family

Work Environment

- Can be chaotic and loud at times
- Able to accommodate the different grade levels and attendance numbers
- Able to deal with multiple tasks at once
- Potential issues with sick and injured children
- Ability to manage parents while consistently remaining kind and calm

Physical Requirements

- Able to lift items of at least 30lbs
- Repeated lifting and bending
- Able to be on your feet for long periods of time
- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the floor and/or child-sized chairs
- Reaching
- Talking
- Hearing
- Seeing

