

JOB DESCRIPTION

Position Title	Sunday Kindergarten and First Grade Coordinator
Position Reports to:	Elementary Team Leader
Department:	Children's Ministry
Schedule (may vary)	10 hours, mostly weekend hours

General Description

To build a strong team of volunteers who will serve in our Kindergarten and First Grade Ministry on Sunday mornings. Be the point person for volunteers and direct the flow of classroom. Clean up of classrooms following Sunday morning services.

Position requires the individual to work Sunday mornings, arriving at 8:00 a.m. for setting up and staffing for the Sunday morning services. Position requires strong organizational skills as well as the ability to recruit volunteers. Must be able to work with volunteers to build a team as well as direct volunteers and student volunteers within the room they are serving in, for the care of kindergarten and first grade children.

Specific Duties and Responsibilities

- Attend CM Staff Meetings
- Attend Department Meetings
- Communicate closely with Elementary Team Leader
- Be a team player and support any area of CM when needed

During the Weekend Responsibilities

- Arrive by 8:00 a.m. on Sunday to set up classrooms
- Greet volunteers as they arrive early and have a time of prayer with your team
- Rotate between classes to be sure volunteers have everything under control
- Communicate with parents regarding the purpose, value, and procedures of our Children's Ministry
- Spend time talking with the body and recruiting volunteers for the classroom
- 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 lesson to volunteers, make sure they know what lesson the class is on
- Record the count from Sunday morning services onto the orange count sheet, then place orange count sheet in Department Team Leader's box
- Clean up classrooms at the end of the morning.

During the Week Responsibilities

- Connect with your team (other staff member) and Department leader about what is happening
- 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 Sunday morning volunteers with a monthly teacher schedule (update roster)
- Recruit volunteers needed for the classrooms; arrange substitutes as needed

General Breakdown of Hours Per Week

- Sunday mornings 8:00 a.m. – 1:00 p.m. (approximately 5 hours)

- 5 hours during the week to connect with Department Leader, Saturday Coordinator, connect with volunteers (emails / calls / schedules), prepare small group supplies and attend CM staff meetings

Special Assignments

- Fill in for Saturday 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
- 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; crying children
- 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