

Faithbridge Church



POSITION DESCRIPTION

Position Assignment:

- **Title:** Elementary Coordinator
- **Staff Grade:** Full-time, Hourly (30-35 hours per week), Non-Exempt
- **Accountability:** Reports to Kids Ministry Elementary Director
- **Ministry/Dept.:** Kids Ministry

Purpose: The Elementary Coordinator is part of a team that provides ministry to families and children both online and in person.

Duties & Responsibilities:

1. Help recruit, train, and support the people who serve the kids.
2. Serve as a leader in Kids Ministry supporting Sunday morning large group teaching, small group activities, and volunteer recruiting and scheduling.
3. Support and participate in all church wide events such as Candypalooza, VBS, Christmas Eve, Easter and other events as agreed upon by your supervisor.
4. Be on-site for the majority of Sunday services.
5. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Skills and Educational Requirements:

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.

- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Some college credits preferred with a minimum of three years office experience.

Organization Relationship:

This position shall be directly accountable to the Kids Ministry Elementary Director and through the Lead Kids Ministry Director to the Executive Pastor of Stewardship & NextGen Ministries. This position will have contact with church attendees, paid staff, and with outside vendors.

Working Conditions:

This is an hourly and full-time position (approximately 30-35 hours per week), with a regular weekly in-person schedule determined with the Lead Kids Ministry Director, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, creative thinking, teaching gifts, and a team player. Spiritual gifts of creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name