

Elementary Program Coordinator

Title: Elementary Program Coordinator

Term: Ideally Elementary Ministry Coordinators serve for a minimum of a one-year term

Purpose: The Elementary Program Coordinator works under and with all Elementary Directors to provide a smooth running program. They will set up the greenroom, classrooms, and check in areas. They will facilitate leader briefings, and when necessary, emcee sections of the program. They will assist children's ministry staff, other coordinators, volunteers and parents as needed.

Responsible To: Elementary Directors, Assistant Directors, and Children's Pastor
(Under the global leadership of the Family Pastor)

Time Commitment: 8 hours per week maximum

Qualifications:

- A strong and growing personal commitment to Christ
- Strong interest and belief in the value of Christian education for children
- Committed to values and vision of the church and of the larger children's ministry
- A heart, passion, and love for children, particularly those in the age group the department serves
- Organizational, creative, and administrative skills
- Communication and interpersonal skills – a people person
- Ability to enable and empower others to carry out work of the department's ministry and be supportive of their efforts
- Self-starter – able to motivate self to carry out sometimes difficult or thankless tasks
- Ability to relate well to children, volunteers and parents
- Must be an active member of High Desert Church

Description of Duties:

- Take responsibility to oversee and coordinate set up of greenroom, check-in, activities, transitions, and check out
- Make sure each grade has the supplies and resources they need for the program
- Seek feedback about all aspects of the program from group leaders in a way that promotes positive growth while thwarting negativity
- Ensure that appropriate safety and security procedures are followed in the department
- Maintain good communication with Directors, other Elementary Coordinators, and with Volunteers
- Connect with volunteers before, during and after services
- Be available to stand-in in any volunteer area if necessary
- Assist volunteers as needed
- When an injury occurs, tend to child and fill out incident report
- Be available to substitute for other Weekend Coordinators in the case of illness, family emergency, or vacation

Training and resources:

- Read books, listen to training CD's, and other resources for professional development as assigned
- Attend trainings held by the Children's Department

Standard Coordinator Expectations:

- Know and keep track of your scheduled hours of work and inform a Director of any changes or absences that you need
- Clock in and out each time you are working using our electronic time card system and know the allotted amount of hours you have been hired to work
- Paychecks will be in your box after noon on the 15th and 30th of each month
- You are required to attend Coordinator Lunch Meetings, typically held one Sunday afternoon every month
- Must attend one Adult Worship Service each weekend, excluding vacations