

Elementary Coordinator

(Kindergarten-5th grade)

1st Level of Accountability: New Life Children's Director

Hours: 25 hrs/week

Qualifications:

- Able to Recruit and Mobilize Volunteers
- Able to Organize and Build Teams of Volunteers
- Able to Implement Systems for Volunteers to Shepherd the Children
- Able to Manage Several Different Teams
- Able to Train Volunteers
- Must be a strong leader and team player.
- Strong organizational and administrative skills.
- Must have a passion for children's ministry.
- Must excel in a cross-cultural context.
- Able to embrace and come under the New Life Fellowship Community Rule (Anchor) of Life.

Job Summary:

Communicate vision, provide leadership, and quality discipleship for kids age 6-11 at New Life Fellowship, while being an active leader within our family ministries team.

Responsibilities:

1. Work with the Children's Director to carry out the vision for elementary aged environments/ministries.
2. Prepare for and attend weekly internal staff meetings with Director of CM. As well as monthly curriculum meetings.
3. Identify, Develop and Mobilize volunteers to serve in various roles throughout all Elementary environments. (Small Group Leader, Host, Storytellers)
4. Take the lead on processing volunteer applications and background checks.
5. Oversee apprenticing process for new volunteers.
6. Work with Coaches to ensure that teams are staffed with enough volunteers per service to cover all necessary positions (All 3 Services).
7. Plan on-going training, and relationship building within volunteer teams.
8. Communicate and enforce all safety and evacuation policies.
9. Edit & Disseminate Elementary Curriculum to Volunteer Leaders (Coaches)
10. Purchase supplies needed for Sunday Small Groups and Large Groups.
11. Operate as Groups Director for Small Groups in Elementary environments (1-3 grade & 4-6 grade).
 - Connect with, support and inform 6 to 8 coaches through weekly communication and quarterly meetings.
 - Monitor and evaluate attendance rosters for the assignment of children in small groups.
 - Evaluate the effectiveness of the small group dynamic.
 - Create Small Groups
 - Plan and complete the promotion of all small groups to the next age/grade.
12. Maintain complete files on each volunteer.
13. Enter and maintain the computer database concerning volunteers and small groups.
14. Participate as an active member of the Family Ministry, working to resource and equip parents through different avenues
 - Parent Cues (Curriculum-Parent Take Home Activities)
 - Post on New Life Kids Blog
 - Events
15. Work all department special events and own certain parts of the event.
16. Take the lead in recruiting Hosts, Coaches, Small Group Leaders and Storytellers for all environments.