

School Age (Grades 3-5) Coordinator Job Description
Hourly Non-Exempt 10-12 Hours Per Week

Qualifications:

1. A testimony of faith in Jesus Christ as Savior and Lord and evidence of a desire to live a consistent Christian life
2. Demonstrated lifestyle of service to the body of Christ
3. Fully supports the EFCA Statement of Faith and Constance Purpose and Strategy
4. High School education with preferred Education or Christian Ministry Degree
5. Children's programming experience
6. Strong communication skills
7. A passion for ministering to children
8. Ability to mobilize others in ministry
9. Ability to oversee volunteer ministry staff

Responsibilities (70%):

1. Recruits and tracks children's ministry volunteers for Sundays and Tuesdays
2. Assists in planning and carrying out the volunteer trainings
3. Communicates with all coordinators new recruits
4. Plans and carries out themes, props and visuals to enhance ministry
5. Develops a team to do the work of enhancing Bible messages, themes, visuals, props, costumes, etc.
6. Runs "The Store" – (shops, stocks, inventories and staffs the store)
7. Plans and ensures Constance Initiatives and special emphasis
8. Ensures volunteer are appreciated
9. Oversees small group leaders/guides both Sundays and Tuesdays for grades 3-5
10. Plans activities for grades 3-5 both Sundays and T&T as well as 5th grade special events
11. Collaborates on special events for age group at key times of the year
12. Ensures Sunday & Tuesday's grades 3-5 has all its workers do ministry
13. Collaborates and helps to create and plans "Sticky Faith" events for parents

Administration (15%):

1. Posts photos and special events using ministry social media networks
2. Communicates special projects and events
3. Collaborates with ministry coordinators and associate
4. Oversees the management of props and other visual materials
5. Responsible to upholding of security practices among volunteers
6. Promotes Pre-teach for parents, weekly Bible verse memory, contests and teaching times

Workers/Training (15%):

1. Develops a ministry team to help carry out ministry, communicates with them regularly
2. Recruits, interviews, and trains potential new volunteers in the ministry
3. Delegates tasks to volunteers for small groups, leaders, painting, props etc.
4. Evaluates, empowers, and encourages all volunteers to improve in their area of service

Relationships:

1. Peers with Nursery, Preschool, Worship Coordinators
2. Reports to the Children's Director through the School Age Associate