

Redeemer Presbyterian Church
Job Description
September 2018

Job Position: Kindergarten-5th Grade Coordinator
Department: Children's Ministry
Supervisor: Children's Ministry Director
Commitment: 15 hours per week
Compensation: Non-Exempt – Part-time

Job Purpose:

Oversee Sunday School Program for Kindergarten-5th Grade; Implement classroom policies that ensure children's safety and protection; Manage and provide support for teachers; Prepare lesson plans and activities based on the curriculum; Form Christ-centered relationships with families and teachers; Keep parents informed of program updates and needs; Connect the efforts of parents and teachers in cultivating the spiritual growth of children.

Duties and Responsibilities:

Maintain Secure, Friendly Environment

- Manage and help implement church safety with children guidelines and protocols with all families and volunteers.
- Be aware of individual attendance records and trends.

Manage Teachers/Volunteers

- Recruit volunteers for Sunday school classes and assimilate them in a timely manner.
- Train volunteers to provide high quality care following procedures and policies
- Create volunteer schedule on a bi-yearly basis and send reminder emails each week.

Provide Biblical instruction with Bible stories, songs, and lesson related activities

- Assist Kid's Director in overseeing curriculum implementation by classroom teachers.

Develop Loving Community

- Pray for children and ministry
- Establish relationships with children, families, and teachers by sharing stories on how children are growing in their faith and how God is working in your life
- Communicate program updates with parents and teachers on a regular basis
- Keep accountability with director at regular meetings

Be a Consistent Leadership Presence on Sunday Mornings

- Arrive early to ensure set up is complete in each classroom and to participate in the Team Huddle lead by the Director to go over the agenda for the morning.
- Keep a checklist of setup/cleanup tasks for volunteers to follow.

- Greet and connect with families as they arrive and build relationship from week to week.
- Check in with volunteers at the end of service and follow up on any issues that arose

Provide Assistance and Support for Special Events

- Help plan special events such as Easter Eggstravaganza, Christmas Program, Kids Night Out, Adventure Kids Camp.
- Facilitate, organize, and supervise activities at children's events

Skills/Qualifications

- A growing relationship with Christ
- A deep love of children
- Previous experience working with children and youth
- Appropriate educational background
- A willingness to be a team player
- An energetic and cooperative spirit
- Good communication skills
- Exceptional moral and ethical character
- A willingness to listen and provide guidance
- Giftedness in the areas of (but not limited to) administration, teaching, encouragement, leadership, music, and service