

**GENERAL DESCRIPTION:**

This position directly oversees all ministries relating to Elementary age children i.e. Sunday Morning and the Kids Club weeknight program. The position allocates a total of 37.5 hours a week, including Sundays. You will need to be flexible, as troubleshooting occurs when you are not in the office due to last minute cancellations. A pre-employment drug screening is required for all candidates offered employment.

**REPORTS TO:**

SRC Kids Director

**TEAM MEMBERSHIP:**

Children's Ministry

**PRIMARY JOB FUNCTIONS INCLUDE (but are not limited to):**

- Organizing and implementing the curriculum for the Elementary department.
- Works closely with the Early Childhood Coordinator to develop and implement cohesive programs.
- Maintain cleanliness of classrooms and all related areas or resources.
- Supervising, training, recruiting, and scheduling of volunteers for all Elementary Ministries.
- Assists the Director with teaching and hosting duties during all Children's Department activities.
- Assists Children's Staff in planning, promoting, and implementing special events.
- Assist in office operations.
- Oversees the execution of the SRC Kids Worship team.
- Create and maintain meaningful relationships with the families of SRC.
- Create a loving, joyful, and safe environment for the children and their families, not only in the classroom but throughout every aspect of the Elementary department.

**Specific Project Responsibility (includes but is not limited to):*****For Sunday Morning Program:***

- Manages operation of the Elementary ministries during the services.
- Leads a discipleship time to discuss small group activities and pray with volunteers.
- Recruits, trains, and supervises volunteers who serve in the Elementary Ministry.
- Organizes Planning Center and Arena for volunteer scheduling and communication.
- Organizes all curriculum resources (Google Drive).
- Send Parent Communications to recap the Sunday lesson.
- Work with other Early Childhood Coordinator to make sure all groups have volunteers for Sunday mornings.
- Make welcome calls to first time visitors for SRC Kids.
- Coordinates with the Communications Department to update SRC Kids online resources.
- Preps for Large Group activities during the week.

- Holds bi-annual volunteer refresher training sessions and “on boarding” training sessions for volunteers.
- Tracking and validating youth volunteers’ service hours.
- Periodic evaluation of volunteers.
- Communicate with volunteers regularly to ensure they are satisfied and well-placed.
- Keeping leaders informed on administrative changes, schedule changes, and continued training requirements.

***For Wednesday Evening Program:***

- Works with the Director to select program material.
- Responsible for recruiting and supervising the volunteers.
- Fill in for the small group leader if needed.
- Purchasing and organizing all materials needed for Program.
- Assists in operations of the program, including prep time during the week and night of event.

**Accomplishment of responsibilities will necessitate (but is not limited to):**

- Must be present on Sunday’s prior to and during church services. Set-up and church time run from 8:00 am – 12:30 pm.
- In addition, you must be present on Wednesday Evenings from 4:00 pm - 8:30 pm (when Kids Club is running).
- May be asked to be present during special events and holidays.
- Must be present on campus to accomplish tasks during the week.
- Calling/texting substitutes are required at unpredictable times.

**QUALIFICATIONS REQUIRED:**

- A background in education is preferred.
- Experience working with children.
- Experience working with people, including strong verbal and written communications skills.
- Must be organized, have a strong attention to detail, and work within a deadline.
- Must be able to problem-solve and adjust to changing situations as needed.
- Strong Interpersonal skills, including managing people.
- Knowledge of Microsoft Word, Excel, (or Pages and Numbers if using a Mac) and some graphics publishing software such as Adobe Creative Suite are desirable.
- Creativity and ability to create vision to grow the program is important.

**PERSONAL REQUIREMENTS:**

SRC Membership is required. Involvement in the church community is important. A love for God’s Word and teaching it to children is needed. The job involves interfacing with parents, children, and volunteers. A strong ability to manage a room, volunteers, and parents, along with the ability to be flexible and improvisational is needed. You will need to fill unexpected gaps at the moment when volunteers don’t show.

**SPIRITUAL GIFTS:**

Administration, Teaching, Discernment, Leadership, and Shepherding.

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