

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.