

Real Kidz Elementary Coordinator |

Job Posting



Responsible to: Real Kidz Pastor

Working Relationships: Real Kidz Pastor, Real Kidz Team, Zone Leaders, Volunteers, Children and Parents

Scope of Position: The Elementary Coordinator collaborates with the Real Kidz Team to provide excellent weekend Large Group and Small Group experiences for kids, focusing on the curriculum for the Kindergarten – 5th grade range. He or she casts a vision for the ministry, oversees the preparation of curriculum, manages volunteers, and effectively communicates with the congregation and KCC staff.

Time Commitment: Part time: 20 hours/week

Classification: Hourly

Typical Duties:

- Interview, recruit, schedule and equip volunteers.
- Lead and equip Zone Leaders and Small Group leaders.
- Develop and implement special events as part of the Real Kidz Ministry Team.
- Cast vision for volunteers and families.
- Oversee and prepare curriculum for Large Group and Small Group experiences.
- Ensure proper volunteer coverage for each room.
- Ensure safety and security policies are effectively communicated and enforced.
- Produce written communication to promote and inform about Real Kidz.
- Develop and implement strategic communication systems for volunteers and parents.
- Effectively communicate with the congregation and KCC staff.
- Perform any additional duties and responsibilities assigned by the Real Kidz Pastor.

Basic Personal Responsibilities:

- Confesses to be a born again Christian and seek the will of God in his/her life.
- Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
- Demonstrates a servant's heart as a member of the KCC team.
- Submits willingly to and understands the importance of an accountability relationship.
- Models the KCC mission, vision and core values.
- Maintains proper priorities and balances in his/her life.
- Commits to personal evangelism opportunities within and outside of the church.
- Actively worships with his/her family at the Kentwood campus.
- Becomes an active member of KCC within six months of employment.

Position Requirements:

- Level of education: High school diploma; college degree preferred.
- Two years' experience in children's ministry or relevant field.
- Excellent communication skills - verbal, nonverbal, and written, with the ability to proofread grammar and punctuation with a high degree of accuracy.
- Uses good judgment in decision making.
- Organized, pays attention to detail, shows initiative and effective follow through.
- Able to prioritize and focus on key objectives and multitask.
- Interacts with a variety of work styles.

NOTE: This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

Application Requirements: Résumé and cover letter are due by Thursday, November 15, 2018.

Please submit to the Real Kidz department [email](#).