

# Real Kidz Elementary Coordinator |

## Job Description



**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 – 5<sup>th</sup> 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 develop curriculum in 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 communications 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.

### Position Requirements:

- Level of education: High school diploma; college degree preferred
- Two years' experience in children's ministry or equivalent.
- 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.

**Send cover letter and résumé by Friday, January 11, by [email](#).**