

# 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: 24 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 curriculum execution in Large Group and Small Group experiences.
- Ensure proper volunteer coverage for each Small Group.
- 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.

### Team Dynamics:

- Attend and participate in Real Kidz Team meetings
- Develop a culture of appreciation
- Review and resolve issues in Real Kidz for continued improvement
- Assist in leading pre-service Huddle meetings
- Equip and empower your Zone Leaders and team members, providing them with the tools they need to ensure excellence
- Establish the relational connections that help your team feel like they are part of a family

### Desired Characteristics:

**Personality Traits:** Dependable • Discreet • Friendly • Professional • Neat • Loyal

**Spiritual Gifts:** Administration • Leadership • Wisdom

**Passion For:** Excellence in ministry to children and their families as well as those that serve them

**Basic personal responsibilities:**

- Confesses to be a born again Christian and seeks the will of God for 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 ability to multi-task, meet deadlines and maintain composure under pressure
- Self-starter needing minimal supervision
- Models the KCC mission, vision, and core values
- Maintains proper priorities and balance in his/her personal life
- Actively worships with his/her family at KCC and becomes a KCC member within 6 months of employment
- Be available to attend any ministry training opportunities, including those for our church computer database system
- Desires to participate in training opportunities to increase your knowledge, skills and overall job effectiveness

**Position requirements:**

- Dynamic with people; exhibits servant leadership and can assist the Real Kidz Team in the recruiting, empowering and equipping of volunteers
- Excellent communication skills - verbal, nonverbal, and written
- Experience in project and event management
- 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
- Proficient in basis computer, telephone, and office equipment skills
- Able to process, maintain and protect confidential information in an appropriate manner
- High school diploma required, college level appreciated, life experience will be considered
- Able to flex schedule to work evenings and weekends for special occasions, as needed
- Perform any additional duties and responsibilities as assigned

**Application requirements:** Résumé and cover letter

**Please submit to:** [Ray Martin](#)