



## Trinity Kids Elementary Coordinator

### POSITION SUMMARY

The Elementary Coordinator to Children's Ministry is responsible for assisting the Kids Ministry Director with creating and executing the vision for growing and discipling our next generation of disciples, our Trinity kids! A passion for the gospel of Jesus is essential loving and serving our kids and our volunteers at Trinity. This position will also support the church in its mission of creating experiences and providing space for kids and families to come alive, grow and change the world with Jesus.

*Position Title:* Trinity Kids Elementary Coordinator

*Classification:* Part-time, hourly, 20 hrs./wk.

*Accountable to:* Dir. of Children's Ministries

*Education:* Bachelor's degree preferred

*Experience:* Related work experience with kids, preferably elementary age level

### QUALIFICATIONS

#### Personal

- Spiritually mature
- Intrinsically motivated
- Collaborative
- Teachable/humble
- Integrity

#### Relational and Communication Skills

- Good verbal and written communication
- Relates well to a variety of people
- Understands and upholds confidentiality

#### Professional Characteristics

- Organizational excellence
- Ability to multi-task
- Efficient
- Administrative experience/computer savvy, Microsoft Office Products (Excel, Word, Publisher, Outlook)

### RESPONSIBILITIES

#### 1. Sunday Morning Elementary Ministry

- I. Arrive on Sundays before elementary volunteers are scheduled to arrive ensuring everything is ready to go (e.g. cleanliness and safety check of classrooms)
- II. During service, oversee Sunday ministry operations on a regular basis and serve as a point person to volunteers and parents

- III. Welcome and partner with families of elementary age children
  - IV. Support planning and coordination of programs for Sunday morning ministry including registration, shopping, set up and clean up
  - V. Organization of kid's ministry materials (e.g. books, toys, curriculum materials, etc.)
2. Ministry with Staff & Volunteer Training
- I. Oversee scheduling needs are met for Sunday volunteers
  - II. Learn Planning Center church database and its capabilities for children's ministries.
  - III. Work with director and collaborate with staff regarding ministry strategy, curriculum, and planning
3. Ministry Moments Beyond Sunday Mornings
- I. Attend conferences for ministry training and growth
  - II. Assist and support ministry moments beyond weekly duties as time allows (Baptisms, connecting with other kids ministries, etc.)
  - III. Assist and support kids outreach events (Eggstravaganza, VBS, Preteen Retreat, etc.)