



Job Description

TITLE: Elementary Coordinator

PURPOSE OF POSITION: The Elementary Coordinator oversees the Children's Ministry strategy for small groups of children ages Kindergarten through 5th grade. The Coordinator is responsible for training, equipping and supporting our small group leaders and parents

POSITION TYPE: Full-time 40 hours per week

REPORTS TO: Director of Children's Ministry

OVERSEES: The vision and strategy of the Children's Ministry Elementary Program at Bay Area Community Church.

RESPONSIBILITIES:

- Sunday Responsibilities:
 - Arrives early to open up respective area
 - Manages all gatherings ensuring areas have been prepped and ready for the day
 - Communicates and casts vision to parents and volunteers
 - Leads huddles for leaders to encourage, cast vision and pray for them
 - Organizes and leads volunteers in trainings
 - Recruits for all open positions within area
 - Oversees the clean-up of the wing after last gathering. Works with volunteers and Facility Director to ensure necessary housekeeping and upkeep of area
- Weekday Responsibilities:
 - Contacts volunteers to follow up on past Sunday and to plan for upcoming Sunday; ensures full roster
 - Communicates with leaders regularly to check in and ask for prayer requests
 - Oversees the curriculum, edits materials and prepares it for Sunday mornings
 - Upholds Children's Ministry strategy to parents and volunteers
 - Tasks Mid-Week Prep Team and schedules all volunteers
 - Keeps all rosters up to date
 - Thinks through ministry calendar to safeguard from schedule conflicts.
 - Manages and maintains the master volunteer schedules for elementary (confirms volunteers through email or phone calls and church database)
 - Recruits volunteers for full roster.
 - Sends birthday cards and encouragements to leaders and children

- Works with Children's Ministry Director and Facility Director to maintain physical space and equipment in classrooms (paint touch-ups, etc.)
- Works as team with other Children's Ministry Staff to develop policies, procedures, and programs for BACC Children's Ministry
- Supports church-wide special events
- Other Responsibilities:
 - Plans salvation messages for leaders to present in Large Group
 - Helps to plan and assist with special events for families
 - Other BACC responsibilities as directed by Children's Ministry Director

PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:

- Leadership, administration, shepherding, encouragement
- Build Relationships: Uses appropriate interpersonal skills to work effectively with others on team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- Provides leadership and expertise over all things small groups, researches best practices/strategies as well as feedback to other ideas.
- Demonstrates good written, oral, and listening skills
- Builds Effective Teams: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Has a huge heart for elementary-age children.
- Enthusiastically embraces God's vision for Bay Area's Children's Ministry
 - Strong organizational skills and attention to detail
 - Ability to prioritize and to be flexible as projects and their importance shift
 - Team player who works well with various personalities and has consistent positive influence within the Children's Ministry Team
- Teachable and approachable
- Agrees with BACC Statement of Beliefs, Position Papers and meets all requirements to be a Ministry Partner
- Attends BACC or is willing to begin attending