



JOB DESCRIPTION

Position Title	4th-6th Coordinator
Position Reports to:	Director of 4th-6th Grade
Department:	Children's Ministry
Schedule (may vary)	24 hours per week including weekends and some holidays
Rate/Salary (optional to post)	

General Description

- Recruits, trains, and supports small group leaders who volunteer in the 4th-6th grade ministry.
- Oversees weekend service(s), ensuring that proper procedures for welcoming and supervising kids are followed.
- Helps families develop connectedness to ministry.
- Assists ministry efforts to reach and disciple students in 4th, 5th, and 6th grades.

Specific Duties and Responsibilities

- Support and facilitate programs for midweek, Saturday, and Sunday morning services.
- Coordinate leaders to meet the needs of 4th-6th graders.
- Facilitate community building opportunities amongst 4th-6th graders and their families.
- Volunteer Management – recruiting, training, and scheduling volunteers, communicate with and provide support.
 - Manage volunteer teams through planning center.
 - Help develop and implement strategies to train and disciple volunteers.
 - Works closely with female volunteers to encourage them in their personal walk with Christ and develop a sense of community within ministry leaders.
- Supplies – Maintaining inventory of equipment, collecting/arranging for purchase of event supplies.
- Be available on Thursdays for weekly on-campus team meeting.
- Be a point of contact for kids, parents and volunteers for the 4th-6th grade ministry
- Recruits volunteers to serve in the efforts of the 4th-6th grade ministry and operates as a point of contact for scheduling all volunteers for weekend services, midweek programs and events.
- Works with Junior High ministry staff to coordinate the transition of 6th graders to 7th grade.
- Helps with other all-church events where 4th-6th graders are present, such as Harvest Party, Christmas Eve, and Easter Sunday.

Knowledge & Skills Required for the Job

- Event Preparation and Coordination Experience preferred.
- Self Starter – Candidate must be a self –starter and work independently with little supervision
- Flexible and Calm Under Pressure – Candidate must be able to go with the flow with last minute changes or issues and not get easily flustered. Creative problem solving skills are important.
- Good People Skills – Candidate must be able to work well with all kinds of people, this role interfaces with families and many of volunteers. Some experience managing or working with volunteers is desirable.

- Strong Communication Skills – Candidate must have strong skills in writing and editing and good verbal communication skills for work with staff and directing volunteers.
- Strong Initiative – Candidate must have strong initiative to complete tasks independently, on a deadline, and be able to identify deficiencies and implement creative and innovative solutions.
- Good Technical Skills – Candidate needs basic computer skills (Mac preferred). Proficient in Word, willing to be trained on Pro Presenter.
- Comfortable on a microphone and speaking in front of adults and kids.

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player with ability to interact with families, staff, church members, vendors and volunteers.
- Ability to keep church and personal information confidential.

Work Environment

- Work is primarily on the church campus and in children's ministry office (including both the chapel and the main building). Some prep work may be spent in an office setting.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)