

JOB DESCRIPTION

Position Title	4th-6th Grade Ministry Coordinator
Position Reports to:	Pastor of 4th-6th grade
Department:	Children's Ministry
Schedule (may vary)	13 Hours a week. 3 hours Sunday mornings required; other hours during weekdays on a flexible schedule (see below)
Rate/Salary (optional to post)	\$18/hour

General Description

The Coordinator plays a vital role in Surge, our innovative ministry to 4th, 5th, and 6th graders, by managing volunteers, interfacing with parents, and overseeing the logistics of weekend services, events, camps, and midweek program.

Specific Duties and Responsibilities

- Volunteer Management:
 - Identify and recruit new volunteers who serve hands-on and behind-the-scenes in Surge
 - Provide volunteer care by training, nurturing, coaching, and supporting the members of your volunteer team for your assigned service(s) or programs. Included in this is conducting weekly briefing & debriefing sessions before and after services and participation in periodic leader trainings.
 - Provide hospitality for volunteers each week to make them feel welcomed, supported, and appreciated.
 - Maintain volunteer schedule, arranging for substitutes as needed
- Service Coordination:
 - Depending on the service, arrive early or stay after to set up/break down room.
 - Develop and update room management routines and communicate these to volunteers
 - Recruit, train, and schedule volunteers who can assist with check-in, tech, and logistics. Ideally, the coordinator is "free" to troubleshoot and oversee, as opposed to direct doing.
 - Maintain inventory of equipment & supplies
 - Procure new equipment, such as toys and activities
- Front-facing Role:
 - Be a (often the first) point of contact for kids & parents as they enter the room
 - Serve as an ambassador for the ministry, spreading the word about its programs and opportunities, always being on the lookout for people whose gifts and personalities would be a credit to our ministry
 - Answer questions from parents about upcoming events, or by responding to parent inquiries in a timely manner
- Administrative Support:
 - Assist in designing flyers, handouts, and other printed and digital materials (using Canva) and printing and copying deliverables
 - Maintain the Surge website

- Develop e-mail communications to families via the Constant Contact and/or Mail Chimp marketing platforms.
- Serve as summer and winter camp registrar.
- Maintain supplies and generally keep work areas organized.
- Help 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

- Self-starter and problem solver.
- Ability to prioritize tasks, complete tasks independently, meet deadlines, and identify and address deficiencies in the program and implement creative and innovative solutions.
- Flexibility and Good-Natured demeanor. Must be able to cope with the unexpected without getting easily flustered.
- Must be able to work well with all kinds of people and handle situations with grace and tact.
- Experience in teaching, coaching or classroom management is helpful.
- Computer Skills: Experience with Microsoft Office and/or Google Docs/Sheets is required. Some proficiency with social media (Facebook, Instagram) is desired. Experience with Wordpress or other websites, Canva, and ProPresenter multimedia software is desirable but not required (we will train).

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.
- Have a fun-loving heart and enjoy engaging with kids and families.
- Ability to keep church and personal information confidential.

Work Environment

- Sunday morning environment is fast-paced and the coordinator must balance multiple relationships, prioritizing needs & demands of kids, volunteers, and parents.
- Weekday work happens in an office, in our ministry room, or in the Story Caffe.

Schedule Requirements

- Because Sunday morning is demanding and draining, our desire is that the coordinator work at only one service, managing one volunteer team, and attend the adult service at the other service time. Coordinators will be encouraged to take periodic weekends off, covering for their partner when that happens.
- Weekdays are for planning; weekends are for executing. Presence on campus is desired for collaboration, but it is also recognized that some work will and can happen remotely.
- Presence at all-staff Wednesday morning devotionals is highly encouraged, followed by work time on campus.
- Other days required can flex depending on the season of the year and which events are being run.

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)