



## JOB DESCRIPTION

<b>Position Title</b>	<b>4<sup>th</sup>-6<sup>th</sup> Grade Ministry Coordinator</b>
<b>Position Reports to:</b>	<b>Director of 4<sup>th</sup>-6<sup>th</sup> grade</b>
<b>Department:</b>	<b>Children's Ministry</b>
<b>Schedule (may vary)</b>	<b>13 Hours a week.</b>
<b>Rate/Salary (optional to post)</b>	<b>\$18/hour</b>

### General Description

Coordinators play 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 the weekend service. We are hiring for the 10:45 am service.

### 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. 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:
  - 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.
  - Develop and update room management routines and communicate these to volunteers
  - Maintain inventory of equipment & supplies
  - Procure new equipment, such as toys and activities
  - Maintain supplies and generally keep work areas organized.
  - Stay afterwards to set up/break down room.
- 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
- 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**

- We are looking for someone who:
  - Can step back and evaluate, “What needs to be done next?”
  - Asks, “How can I help?”
  - Is comfortable stepping back from direct involvement with kids, cheering others on and celebrating their successes. We are not hiring someone to do what volunteers ought to be doing.
  - Doesn’t mind asking people to serve in our ministry, even if the answer is no.
  - Can prioritize tasks & meet every deadline, or if not, proactively communicate the help they need or alternative solutions.
  - Can cope with the unexpected, be flexible, and maintain a good-natured demeanor.
- Experience in teaching, coaching or classroom management is helpful.
- Computer Skills: Experience with Microsoft Office and/or Google Docs/Sheets is required.

## **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 elsewhere on campus.

## **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.
- Regular Surge team meeting happens Tuesday mornings at 9 am but could be flexible.
- 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)