



# JOB DESCRIPTION

<b>Position Title</b>	<b>2nd-3rd Grade Weekend Service Coordinator</b>
<b>Position Reports to:</b>	<b>Early Elementary Team Leader</b>
<b>Department:</b>	<b>Children's &amp; Youth</b>
<b>Schedule (may vary)</b>	<b>15-20 hours/week, including 5 hours Sunday mornings</b>
<b>Rate/Salary (optional to post)</b>	<b>\$18-20/hour, depending on experience</b>

## General Description

The 2<sup>nd</sup> & 3<sup>rd</sup> grade coordinator plans, organizes, and executes weekend programming for kids in 2<sup>nd</sup> in 3<sup>rd</sup> grade. This school year, we have ministered to 138 individual kids (and counting), and our average attendance is 55-75 per weekend over two services.

The mission of children's weekend ministry is to *“Make the most of every opportunity to shape the future, by harnessing best practices to create weekend service environments where kids encounter Jesus and are formed in His ways, one weekend after another.”*

The ideal candidate has some background in children's ministry or elementary education, but above all, appreciates and is energized by the challenge of nurturing the spiritual lives of early elementary children.

Position requires strong organizational skills as well as the ability to recruit volunteers. We are very definitely looking for someone who can create and execute, and lead others in following their path.

## Specific Duties and Responsibilities

- Run the 2<sup>nd</sup>-3<sup>rd</sup> grade room on Sunday mornings, from opening at closing
- Work from the curriculum schedule to create the day's story, following an oral storytelling format: opener, background, story, retell activities, wondering questions. (We will train you in the method.)
- Supplement additional formation-focused activities that promote kids' engagement with God and build their “toolkit” of spiritual practices
- Recruit, train and build a strong team of volunteers who will serve in the room. Some will be every-week volunteers who come alongside kids and build relationships, while others will serve less frequently in more logistical roles.
- Keep room adequately stocked with supplies and toys (there is a budget for this)
- Ensure safety and security via classroom procedures, culture, and check-in/out processes
- Clean up classroom following service.
- Attend CM staff trainings (currently Tuesdays, 11:30am-12:30pm)
- Meet with direct supervisor weekly
- Other meetings and trainings to develop your skills and philosophical understanding of formational children's ministry practices
- Help with annual Harvest Party community celebration in mid-October
- Other duties as assigned

## **Knowledge & Skills Required for the Job**

- An understanding of child development (particularly 7-9 year olds), child spirituality, and North County culture. The broader your knowledge base coming in, the better.
- Classroom management of groups from 20-50
- How to be both firm and friendly when enforcing rules and expectations with kids
- An understanding of the Bible's overarching redemptive narrative, from Genesis-Revelation
- Any previous experience with the method of orality (oral storytelling) is a big plus
- Computer literate and savvy
- Personable, and able to deal with a range of child, volunteer, and parent personalities

## **Personal Relations**

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Welcoming of feedback; carrying a self-critical lens where you are always asking, "What could we do differently next time?" or "How could we make that even better?"
- Cool under pressure. Needs a "No problem – we can figure it out" spirit when things go awry.
- Be someone who, by the force of your winsome personality and/or strength of your great ideas, other people *love* to be on your team.

## **Work Environment**

- Sunday mornings, we encounter a wide variety of families and volunteers. Advance preparation of the morning's plan needs to be complete so that you can be present with whoever is in the room and you can troubleshoot situations or answer questions.
- During the week, there are flexible windows to work in your room or in the office

## **Schedule Requirements**

- Sunday: 7:30 am arrival (at the latest) is expected; day ends after the last child is picked up and room is put away (usually between 12:30-1 pm)
- Tuesday: All CM team training, 11:30-12:30
- Other days and times are negotiable; it is anticipated that most of the hours for this position will be worked on-campus, with allowance for meeting with someone off-site or tasks that can get completed at home
- As a rule, for a 20-hour-a-week position, the candidate should expect to work a minimum of 3 and a maximum of 5 days per week.

## **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)