



Job Description

Position: Elementary & Volunteer Coordinator

Band: 5

FLSA Status: Exempt

Work Hours: Full-time, Sunday- Thursday

Department: East Side

Reports to: Children's Ministry Director

Date: April 23, 2018

Purpose:

The East Side Elementary and Volunteer Coordinator oversees the Elementary ministry for Redeemer East Side. This includes programming, curriculum, and events for elementary age children. This person also owns volunteer recruitment and volunteer culture building for the East Side Children's ministry as a whole. This person will work alongside the Children's Ministry Director to lead a ministry that is Gospel centered, age appropriate, and fits in with the overall vision of Redeemer Children's Ministry and Redeemer at large.

General Responsibilities:

- Work alongside Children's Ministry Director to plan programming for elementary age children (Kindergarten – 5th Grade) and align it with Formation.
- In charge of all Sunday Programming
 - Volunteers
 - Curriculum
 - Class Programming (large group, small group, discipleship)
- Develop, edit and implement curriculum for all classes that is Gospel Centered, age appropriate, worshipful for children, and urban friendly.
- Make the Gospel message central in a universal language every week
- Work alongside Children's Ministry team to help lead/assist with children and family events throughout the year.
- Management over a Sunday morning assistant who would accomplish all admin responsibilities and basic volunteer coordination on Sunday mornings

Responsibilities for Volunteer Coordination:

- Work alongside the Children's Ministry team to plan 2 volunteer trainings each year.
- Manage and schedule elementary volunteers
- Recruit and scout potential CM volunteers
- Interview new CM volunteers and provide orientation
- Train and equip all volunteers to effectively minister to children
- Build community amongst the volunteers and provide relational care where needed
- Lead a time of prayer, devotional and announcements with the elementary volunteers before worship



- Manage and schedule elementary parent volunteers on rotation in the elementary program
- Management of the greeter team of tech volunteers

Children's Worship Responsibilities:

- Oversee worship and teaching teams for K-3
- Lead large group teachings on a rotational basis
- Prepare and send over to worship site all materials needed for worship and classes

4th and 5th Grade (ID %) Responsibilities:

- Create a culture of "pre-youth" fun and learning for this age group
- Vision and plan for the 4th and 5th grade program curriculum
- Plan % events throughout the year to build community among these students and parents
- Work with the Youth ministry team to develop a bridge plan for the transition to Middle school.

Discipleship Program Responsibilities:

- Modify and edit curriculum as needed
- Support lead teachers and fill in as needed
- Support the East Side Children's Ministry Director in ad hoc discipleship-related projects

Job Qualifications:

- Need to embrace Redeemer's vision of being a gospel-centered, city-positive and movement-minded church in New York City.
- Minimum four year undergraduate degree
- Undergraduate or Masters degree in Education or Ministry preferred
- 3-5 years experience working with children or students in an educational or ministry setting
- Knowledge of children's curriculum, development and learning styles
- Heart for Jesus, the reformed faith, families and children
- Highly relational with both children and adults
- Takes initiative and enjoys innovation
- Organized with a capability to delegate and prioritize while juggling multiple projects