



## Redeemer Presbyterian Church Job Description

**Position:** Elementary Coordinator  
**FLSA Status:** Non-Exempt  
**Band:** 5  
**Department:** Downtown (DT)  
**Reports To:** Downtown Children's Ministry(CM) Director  
**Work Hours:** Part Time, 20 hours per week, including Sundays  
**Date:** April 24, 2017

**Job Summary:** The Elementary Coordinator recruits, screens, trains, supervises and coordinates volunteers for all Elementary Classes at Redeemer Downtown. This position also entails developing and editing curriculum and other materials and programming for children Kindergarten- Grade 5. This person will work alongside the CM Director to lead a ministry that is Gospel Centered, age appropriate, and fits in with the overall vision of Redeemer's Children's Ministry.

### Responsibilities:

#### Coordinating:

- Recruit volunteers for Elementary Sunday School classes.
- Coordinate volunteers by maintaining the volunteer schedule and communicating regularly with volunteers.
- Lead interested candidates for volunteering through the application process: scheduling classroom visits, e-mailing application checking references, executing background checks, interviewing and maintaining correspondence throughout.
- Lead recruitment initiatives such as: volunteer fairs, bulletin announcements, personal invitations, fliers/informational cards, visiting other departments and community groups
- Assign qualified volunteers to most appropriate classrooms.
- Plan and implement orientations and training sessions.
- Maintain relationships with current volunteers by providing on-going training, volunteer appreciation and volunteer evaluation.
- Work alongside the CM team to implement curriculum that is Gospel centered, age appropriate, urban friendly, and fits with the overall vision of Redeemer.
- Responsible for writing, adapting, and distributing curriculum.
- Work alongside the CM team to plan and execute community-building events within the DT CM community.

#### Sunday Service:

- Coordinate children's worship with volunteer worship leaders.
- Ensure that Elementary classrooms are stocked with all supplies necessary for the morning.
- Meet with Elementary volunteers weekly to pray and prepare for the morning.
- Supervise classrooms during service to ensure that there are enough volunteers in each class and that things are running smoothly.
- Track needs and special requests on the site request form.
- Communicate regularly with CM Director regarding Elementary classes/volunteers, etc.

**Qualifications:**

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City.
- Strong problem solving and decision making skills: ability to deal with demanding and challenging people.
- Ability to adapt to changes and maintain professionalism during crises or unexpected situations.
- Excellent communication skills.
- Understanding of child development.
- Previous experience with classroom management of Elementary aged children.
- Previous teaching experience preferred.
- Strong interpersonal and organizational skills.
- Must be a team player.
- Proficient in MS office applications, Internet and ability to quickly learn new software and programs.
- Willingness to take direction and guidance from CM Director.