



## Redeemer West Side Job Description

Position: **Elementary Coordinator**

FLSA Status: Exempt

Department: Department

Date: August 1, 2019

Band: 5

Work Hours: Full-time

Reports to: WS Children's Director

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### Position Summary

The Elementary Coordinator works alongside the Children's Ministry Director to lead a ministry that is Gospel centered, age appropriate, and fits with the overall vision of Redeemer West Side Children's Ministry (CM) and Redeemer at large. This role oversees the successful implementation of the vision; recruits, screens, trains, supervises and coordinates volunteers; teaches various Elementary classes; collaborates with the CM staff team for infants through Club 56; and assists with family and children ministry events throughout the year.

### Job Description

#### *Elementary Program Coordinator*

- Communicate vision for Elementary-Club 56 age children, alongside the CM Director
- Coordinate all Elementary Sunday programming, room set-up, curriculum and teaching most Sundays other than holiday breaks
- Teach an Elementary class most Sundays other than holiday breaks
- Develop, implement and teach midweek Kid's Community Group (KCG), with CM team
- Maintain all elementary class data on Touchpoint
- Promote relationships with elementary parents through written and personal communication
- Help lead/assist with children and family events throughout the year, with the CM team

#### *Recruiting and Coordinating Volunteers*

- Recruit volunteers for Elementary Sunday School classes, Club 56, KCG and events
- Lead interested candidates for volunteering through the application process: (such as scheduling classroom visits, emailing application checking references, executing background checks, interviewing, assignment)
- Work with CM Director on leading recruitment initiatives such as: volunteer fairs, bulletin announcements, personal invitations, fliers/informational cards, visiting other departments and community groups
- Plan and implement orientations and two annual training sessions
- Schedule volunteers by maintaining the volunteer Touchpoint calendar and communicating regularly with volunteers
- Retain the quality of current volunteers by providing on-going training and development, volunteer appreciation and volunteer evaluation

#### *Curriculum Specialist*

- Work alongside the CM team to develop a comprehensive scope and sequence from infants through Club 56 that is Gospel centered, age appropriate, urban friendly, and fits the overall vision of Redeemer West Side
- Responsible for writing, adapting, and distributing curriculum for Elementary

## **Qualifications**

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City
- Bachelor's degree (Bachelor's or Master's in Education preferred)
- Must agree to and pass a background search for working with children, according to Redeemer policies
- 3-5 years experience working with children in an educational setting
- Experience creating and curating children's curriculum
- Team player, ability to collaborate with a team to complete projects
- Takes initiative, seeks to improve quality, adapts to feedback
- Capability to delegate to volunteers and prioritize tasks
- Capability to handle emergency medical situations for children, training provided
- Excellent organizational, communication, time-management, and interpersonal skills
- Proficient in GSuite applications, ability to quickly learn new software
- Ability to maintain calm, caring professionalism during crises or unexpected situations