

# **CROSSROADS COMMUNITY CHURCH JOB DESCRIPTION**

**POSTION:** Elementary Coordinator  
**REPORTS TO:** Director of Family Ministry  
**SUPERVISES:** Grades 1 – 3

**POSITION SUMMARY:** Responsible for providing leadership, direction  
And shepherding for the team members,  
parents, and children in grades 1 – 3.

## **RESPONSIBILITIES:**

1. Recruit, train, shepherd, motivate and manage Elementary Ministry team members.
2. Evaluate and manage Elementary curriculum programs to support the spiritual needs of our kids (weekend and Wednesday night classes (fall & winter sessions). Be able to dynamically teach and lead kids and team members.
3. Plan and coordinate special events for various purposes (outreach, community, and spiritual growth).
4. Coordinate communications from the Children’s Ministry to the elementary children, their parents and the congregation.
5. Perform other duties as assigned under the general direction of the Director of Family Ministry.

## **COMPENSATION**

25 hours per week

## **SCHEDULE:**

Part time employee – work week based on 25 hours minimum.

<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>SUN</u>
0	0	8	0	8	0	9

## **Work Schedule:**

Minimum of 25 hours per week. Possibility of having some flexibility in days/hours as compared to schedule above.

**Proficient in:**

- MacBook Pro
- Microsoft Outlook/Word/Excel/PowerPoint
- Social Media

**Qualifications:**

- Must love and serve Jesus Christ above all others, be mature in your Christian faith, and consider this position a call from God.
- Be committed to the ministry of Crossroads, maintaining a positive, team-player attitude.
- Be an encourager and motivator, caring and shepherding our children and their families, and team members serving in the Elementary Ministry.
- Be self-driven – willing to be stretched and continually learning. Must be able to multi-task and be flexible.
- Have ability to organize, delegate, recruit, train, listen and understand the needs of elementary children and their families.
- Have strong leadership skills, able to work in a fast-paced environment and keep calm appearance.
- Must have 3 C's – Character, Competency, and Chemistry
- Bachelor's Degree and experience in elementary ministry preferred.