



# Elementary Service Coordinator

<b>Ministry Area/ Department</b>	Children's Ministry
<b>Reports To</b>	Children's Pastor/Director
<b>Ministry Target</b>	School Age Children
<b>Position Is</b>	Paid staff; Part Time
<b>Maturity Level</b>	Mature or Growing Christian
<b>Spiritual Gifts</b>	Administration • Organization • Serving
<b>Talents or Abilities Desired</b>	Strong organizational and administrative background Comfortable recruiting volunteers A love for and ability to work with elementary aged children
<b>Best Personality Traits</b>	Dependable • Relational • Professional • Enthusiastic • Detail Oriented
<b>Passion For</b>	Connecting kids to Christ and introducing children to a growing relationship with Jesus Christ, Christian community, and serving using the gifts and abilities God has given them.

## ANTICIPATED TIME COMMITMENTS

20 hours per week, including Sunday mornings.

## RESPONSIBILITIES/REQUIREMENTS

- Oversee the Riptide (K-2<sup>nd</sup> Grade) and the Pier (3<sup>rd</sup>-5<sup>th</sup> Grade) environment during the 9 and 10:45 am Sunday services and during KC Club on Wednesday evenings (school year only).
- Build relationships with parents, children, and volunteers using the Riptide and Pier spaces.
- Recruit volunteers to work in our K-5<sup>th</sup> grade environments.
- Coordinate with Assistant Director to schedule needed volunteers for Sunday morning.
- Care for all volunteers working with K-5<sup>th</sup> grade.
- Oversee the execution of curriculum within the school age environments.
- Collaborate with Kids Cove team members for ministry needs.
- Work with the Children's Ministry Director to engage with School Age families during the week through emails and social media.

## HOW TO APPLY

Submit a cover letter/resume to [resume@cefc.church](mailto:resume@cefc.church).