

Creekside Christian Church
Elk Grove, CA

Position Description

Kids Ministry Early Elementary Coordinator (1st to 3rd Grade)

I. Position Identification

- Title: Early Elementary Coordinator
- Department: Kid's Ministry
- Reports to: Pastor of Kids Ministry
- Classification: Part-time (24 hours/week)

II. Position Summary

Work closely with the Kids Pastor and overall Kids Ministry team to lead ministry in alignment with the overall church strategy and values. The Early Elementary Coordinator will focus primarily on leading teams of volunteers to make Sunday ministry a thriving environment for children grades 1st to 3rd.

III. Responsibilities

- Collaborate consistently with the Kids Pastor, Route 456 Coordinator, Early Childhood Coordinator, and overall team to ensure effective execution of the Creekside Kids Ministry strategy.
- Recruit, lead, and develop early elementary volunteers at all levels.
- Empower and intentionally develop ministry coaches (volunteers) who both lead and care for all elementary volunteers.
- Develop and maintain a pipeline of volunteer development, providing opportunities for volunteers to grow in ministry opportunities and leadership (involving Junior High and High School volunteers).
- Plan and execute special events impacting early elementary-aged kids and their families.
- Uphold values around safety and security, ensuring thorough training of all volunteers and leaders and ensure compliance with AB 506.
- Advocate for a strong partnership with parents, working to resource, equip, and encourage the most influential relationships in a child's life.
- Collaborate with the Creekside Kids Ministry Team to provide exciting, engaging events for Kids, VBS, Christmas, Parents Night Out, Family 5th Sundays, etc.
- Represent Creekside Kids in church-wide opportunities as requested with additional hours as needed.
- Other duties as assigned.

IV. Qualifications

- Commitment to personal spiritual growth.
- Experience in Kids Ministry or education is preferred.
- Highly organized and strong eye for detail.
- Strong oral and written skills.
- Highly relational, flexible, and able to work well with all ages.
- Strong learner; adaptable.
- Enjoys challenges and is highly adaptive to new ideas.
- Knowledge of varying age levels, teaching, and learning styles of kids.
- Proactive and willing to seek out solutions.
- Champion Creekside Kids. Develop highly engaging, interactive worship opportunities for Grades 1st, 2nd, and 3rd on Sunday morning.
- Commitment to maintain unity within the church and Kid’s Ministry department.

V. Additional Information

- Agree to and adhere to the church's statement of faith and leadership commitment.
- Love Jesus and be a dedicated, growing Christ-follower.
- Embrace a high Biblical standard of personal conduct and lifestyle.
- Attend and support Creekside Christian Church

Salary Range: \$16.50 to 18.50 per hour

VI. Approvals

Executive Pastor

(Date)

Children’s Ministry Pastor

(Date)

I have read and understand this position description. I agree to do my best when serving at Creekside for the good of the church and for God’s Glory.

(Employee Candidate Signature)

(Date)