



Elmbrook Church Position Description

Elementary Coordinator

Job Summary:

The Elementary Ministry Coordinator is a leadership role that works with elementary age children (1st-5th grade). This role works in collaboration with the Children's Ministry Team, other staff, and volunteer teams to facilitate cohesive coordination and implementation of ideas, planning, programming and decisions.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Elmbrook church who supports and endorses the statement of faith, core values and vision
- Exhibits a desire to grow, seeking relationships, resources and training to assist in the continuation of personal and professional growth.
- Has a love for and a desire to shepherd families and their children.
- Model servant leadership by attitude and actions.
- Build positive and healthy relationships with staff and Elmbrook families.
- Lead, facilitate, shepherd, and follow through on multiple projects concurrently.
- Possesses strong relational, organizational, technical, project management and decision making skills.
- Is conscientious, efficient, detail oriented and dependable.
- Has a personable personality with qualities of diplomacy and discernment
- Recommended Software Knowledge:
 - Windows operating system
 - Microsoft office: Word, Excel, Power Point
 - Page layout software (Publisher, InDesign, Photoshop, Illustrator, Etc.)
 - Previous database experience helpful.

General Responsibilities:

- Works with the Kids' Director to facilitate cohesive approach to discipleship of children.
- Facilitates weekly programming and teaching in Elementary Ministry programs.
- Recruits, coaches, and trains childrens' leaders to impact kids through age appropriate activities and curriculum.
- Develops leaders through Elmbrook pipeline.
- Ensures compliance with Elmbrook policies and procedures.
- Has an understanding of safety and security procedures and a desire to create safe classrooms and environments for children.

- Oversees and has consistent presence and involvement during weekend programming.
- Is involved in teams for special projects as requested.
- Oversees and is involved in Elementary Ministry and FlipSide,
- Evaluates programs for effectiveness, coordinates with Children’s Ministry team to adjust and re-tool as appropriate.
- Has working knowledge of curriculum and how it can be used effectively with elementary age children.
- Invests in children and leader discipleship relationships.
- Communicates well with families and volunteers.
- Facilitates on ramps and connection opportunities.
- Coordinates all planning and scheduling with Children’s Ministry team.
- Equips Elmbrook to effectively minister to elementary children and their families.
- Reproduces your role in the lives of other key leaders.

Employment Information:

This position is part time, hourly and classified as non-exempt.
24 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee’s first anniversary, Elmbrook will match up to 5%.

Holidays – Part-time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled work day. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

Reports to:

Kids Director – Andrea Hopgood
Executive Pastor of Ministries - Steve Sonderman

**To apply contact – Jeanine Bly
Executive Director of Human Resources**

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