



Position Title:	Campus Kids Elementary Coordinator
Hours/week:	40+ (fulltime)
Reports To:	Campus Pastor and Kids & Families Senior Director
Classification:	salaried/exempt
Pay range:	\$37,000-\$40,000 dependent upon experience
Benefits:	individual medical, vision, dental and life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick leave

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Oversees Kids Elementary programs, curriculum, staffing and events at home campus; maintains consistency of home campus Kids Elementary with other campuses
2. Oversees AWANA Program at home campus; interacts with campus families
3. Builds community with campus Elementary families
4. Part of Woodmen Kids team, initiating/implementing ideas/updating programs; participates with program/event development
5. Coordinates with Access (special needs) Ministries on home campus, as needed
6. Oversees recruiting and onboarding of Kids Elementary Ministry Partners (MPs)
7. Works with Facilities Team to ensure facilities are safe for children
8. Mandatory reporter/advocate for children; keeps Senior Director and Pastor informed of situation(s)
9. Maintains specified, yet flexible weekly office hours
10. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 3-5 years paid experience working in Children's Ministry in a large church setting
4. Previous experience creating, coordinating and managing both large- and small-scale events
5. Experience working with children; ability to positively interact with staff, children, parents and MPs
6. Excellent organizational and administrative skills; detail-oriented and flexible with a team spirit
7. Good written and verbal communication skills; computer skills with proficiency in Mac programs, Microsoft Windows, Word, Excel, Outlook, and the Internet; able to learn church database (Rock)
8. A desire to create an environment where children receive every opportunity to build a solid foundation of faith, encouraging them to receive Jesus as their personal Lord and Savior
9. A desire to work with adults who would be fulfilled by using their gifts working with children
10. Ability to lift and carry 35 lbs.
11. Reliable transportation