



Position Title:	Campus Kids Elementary Coordinator
Hours/week:	40+ (Full-time)
Reports To:	Campus Pastor and Kids & Families Senior Director
Classification:	salaried/non-exempt
Salary:	\$37,000-\$40,000 dependent upon experience
Benefits:	Individual medical/dental/vision/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 all aspects of Elementary Ministries/AWANA and ensures consistent quality at each service time for Elementary Ministries
2. Builds community with RR Elementary and AWANA families
3. Part of Woodmen Kids team, initiating/implementing ideas/updating programs; participates with program/event development
4. Part of RR Campus team, initiating/implementing ideas/updating programs; participates with program/event development
5. Coordinates with Access (special needs) Ministries on the RR Campus
6. Provides administration for weekend services/AWANA (including attendance and communication with families)
7. Oversees teaching on weekends and at AWANA; assists with teaching supplemental/special classes as needed
8. Oversees recruiting and onboarding of RR Elementary Kids MPs
9. In charge of developing and maintaining a volunteer team to help assemble curriculum crates
10. Works with Facilities Team to ensure facilities are safe for children
11. Mandatory reporter/advocate for children; keeps Director and Pastor informed of situation(s)
12. Maintains specified, yet flexible weekly office hours
13. Other duties as assigned

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, Arena and the Internet
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. 10. Reliable transportation