



FIRST FREE
CHURCH

Early Elementary Coordinator

Job Description

Summary

The Early Elementary Coordinator's primary responsibility is overseeing ministry to children Kindergarten through 3rd grade as part of the Kid Connection (KC) ministry. This includes:

- Casting vision for Early Elementary Ministry in coordination with the KC Team Leader and Senior Pastor.
- Recruiting and developing ministry volunteers and volunteer leaders.
- Spending time working on ministry improvement and equipping volunteers to accomplish routine ministry tasks and oversee regular operations.
- Working with the rest of the KC Staff Team on ministry-wide events and initiatives.

Structure

This position is a part-time, hourly (non-exempt) position of approximately 15-20 hours per week. The Early Elementary Coordinator is part of the KC Staff Team and reports directly to the KC Team Leader.

Responsibilities

- Recruit and train volunteers and volunteer leaders for the Early Elementary Ministry.
- Develop volunteers using Leadership Pipeline principles (coaching provided).
- Work with the KC Staff Team to provide training and support for parents.
- Work with the KC Staff Team Lead to select curriculum for the Early Elementary Ministry.
- Establish and maintain appropriate health and safety procedures in the Early Elementary Ministry.
- Follow and enforce First Free Church's policies and procedures.
- Meet regularly with the KC Team Leader to discuss ministry health, staff expectations, and planning.
- Attend ongoing Kid Connection meetings and training when necessary.
- Take training for First Aid and CPR certification.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Is committed to the vision, values, and beliefs of First Free Church.
- Loves working with adult and teenage volunteers and seeing them use their gifting to minister effectively.
- Understands the value of children's ministry and partnering with parents to disciple children.
- Able to recruit, train, and develop volunteer and leadership teams.
- A team player with a positive attitude who thrives in a collaborative environment.
- Has a teachable heart and cooperative spirit.
- Maintains a professional demeanor in conduct with staff and volunteers.

Minimum Qualifications

- Excellent communication skills.
- Willing to attend and become a member of First Free Church.
- Committed to serve on two Sunday mornings a month and at special events as needed.
- Complies with a background check.
- Proficient with email and Google Docs.