



## LH Kids Elementary Coordinator

### General Description

In support of the LH Kids Director, the Connections and Elementary Coordinator is responsible for the development, and coordination of children's discipleship within kindergarten to 5<sup>th</sup> grade as well as the assimilation of new LH Kids Leaders. This includes curriculum management, classroom management, and the onboarding, orientation, and development of volunteers, necessary to ensure successful and constantly improving weekend children's services and periodic special events.

### Essential Job Functions

1. Together with LH Kids Coordinators and Director, cultivate a community of leaders passionate about influencing the next generation and in alignment with the mission of LH Kids: to reach the lost and make disciples of Jesus Christ.
2. Lead a team of kindergarten – 5<sup>th</sup> grade small group/large group leaders in the operation of our weekend services. Manage classroom check-ins, rosters, and ratios along with Team Lead to provide a safe and effective environment in LH Kids.
3. Identify, train, and schedule Kindergarten – 5<sup>th</sup> grade leaders. Ensure proper security and safety procedures instituted by LH Kids are being executed. Meet with leaders in your purview regularly to disciple, support, build leadership skills, and cast vision. Regularly communicate the strategy: two influences (church and home) working together make a greater impact.
4. Work with LH Kids Coordinators and Director to support the recruitment and retaining of LH Kids Leaders. Maintain clear 'on and off ramps', celebrate moments, and raise up high-capacity volunteers to lead.
5. Edit the selected Kindergarten – 5<sup>th</sup> grade curriculum monthly to ensure it is appropriate for our specific environment and in alignment with the church's mission.
6. Create a fun and interactive worship and story experience for Elementary and Preteen Large Group. Raise up a team of Hosts, Worship Leaders, and Storytellers to support the vision for Large Group.
7. Support LH Kids Coordinators and Director in the creative use and proactive upkeep of LH Kid's facilities. Ensure that our physical space is being used effectively and that it continues to align with our vision as we experience growth.

8. Build and cultivate community among preteens (4<sup>th</sup>/5<sup>th</sup> grade) outside of Sunday mornings. Collaborate with the Middle School Coordinator to prepare rising 6<sup>th</sup> graders for the middle school ministry.
9. Create age-appropriate discipleship materials, social media content, and host milestone events for families of K-5<sup>th</sup> grade to encourage, equip, inform, and cultivate community.
10. Assist in the development of an annual budget for LH Kids ministry. The coordinator will be responsible for submitting budget requests for things needed in the area he/she oversees and will also submit monthly expense reports for purchases made.
11. Provide counseling for children who have indicated a desire to know Jesus or shown interest in participating in either baptism or communion.
12. Collaborate with the LH Kids Coordinators and Director in the planning and execution of any LH Families or LH Kids special events.
13. Perform other duties as assigned.

### **Education and Experience**

The ideal candidate has served in LH Kids for at least a year and possesses a teaching, child development, or related degree (extensive ministry experience, in some cases, can be substituted). The successful individual will be a strong leader with a solid work ethic, strong organization, and project management skills, and possess a passion for teaching children about Jesus and investing in leaders that will influence the next generation. He/she will be energetic and eager to work with children and families. They will possess a teachable and humble spirit and enjoy being part of a team. Candidates should have a relationship with Jesus, a love for His Church, and a passion to reach those who do not know Him.

### **Compensation**

This is a full-time (40 hours per week), compensated at a rate dependent on experience.