

LH Kids Elementary Coordinator: Glen Burnie Campus – Job Description

General Description

In support of the Children's Director, the Glen Burnie Elementary Coordinator is responsible for the spiritual growth, development, and coordination of children and volunteers within kindergarten to 5th grade at our Glen Burnie campus. This includes curriculum management, classroom management, and the onboarding and developing of volunteers, necessary to ensure successful and constantly improving weekend children's services and periodic special events.

Essential Job Functions

1. Together with fellow Coordinators and Children's 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 volunteers in the operation of our weekend services. Oversee classroom check-ins, rosters, and ratios along with the Service Lead to provide a safe and effective environment in LH Kids.
3. Identify, train, and schedule leaders in the kindergarten to 5th grade area. Regularly communicate the strategy, 'partnering with parents': two influences (church and home) working together make a greater impact.
4. Be willing to meet with leaders outside of Sunday services to build community, disciple, support, build leadership skills, and cast vision.
5. Edit the selected kindergarten to 5th 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 Large Group.
7. Ensure proper security and safety procedures instituted by LH Kids are being executed by volunteers within your purview.
8. Assist fellow Coordinators and the Children's Director in the creative use and proactive upkeep of Glen Burnie's 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.
9. Work with fellow Coordinators in the purchasing of lesson supplies as allocated for in the annual budget for LH Kids and submit monthly expense reports.
10. Provide counseling for children who have indicated a desire to know Jesus or shown interest in participating in either baptism or communion.
11. Assist fellow Coordinators and Children's Director in the planning and execution of any LH Families events.
12. 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, and possess a passion for teaching children about Jesus and investing in leaders that will influence the next generation. A working knowledge of creative programming related to children's classes and special events is a real plus.

Compensation

This is a part time position, (24 hours per week), compensated at a rate dependent on experience.