



Role: Elementary Weekend Coordinator

Role Type: Part-Time 20 hours (10-12 hours during the week, Saturday & Sunday Services)

Hourly Rate: \$14-\$15

Responsible to: Family Pastor

Oversees: Kids Ministry Volunteers

Member of Teams: Family Team

Purpose

The purpose of the Elementary Weekend Coordinator is to partner with the Family Pastor and Family Team to ensure that the vision of children's ministry is being strategically met within the scope of the Vision and Mission Statement for Eastern Hills Community Church.

Responsibilities

- Ensure a safe and secure environment for volunteers, kids and families
- Use Planning Center to schedule all elementary/preteen volunteers and building resources
- Teach in one of our Elementary environments for weekend services
- Arrange a shadow process and training according to area of service.
- Assist with special events
- Purchase supplies for activities in small group and large group areas relevant to curriculum
- Edit/bin weekend curriculum for age appropriate lessons
- Oversee the design of Kids environments relevant to monthly theme
- Partner with families to continue learning and talking at home
- Other duties as assigned