



Chapel Kids Elementary (3-4) Coordinator, SH

Vision: The Chapel Kids Elementary (3-4) Coordinator, SH will lead the ministry in a positive, efficient and effective manner in support of our employees, volunteers and mission.

General Responsibilities:

- Responsible for the daily operation of the third and fourth grade Chapel Kids Sunday classes, and Elementary (K-4) on Saturday nights in partnership with the Elementary K-2 Coordinator
- Occasionally attend Saturday night elementary and regularly attend Sunday Chapel Kids, overseeing grades 3 and 4 volunteers and activities
- Maintain for Saturday elementary, and grades 3 and 4 a schedule of volunteers, and Realm groups for both volunteers and student classes on Sunday
- Plan and execute training, and any special events, within Chapel Kids Elementary
- Prepare and maintain a training manual
- Provide parents with needed information about Elementary programming. Assist parents with concerns, follow up with concerns that may have happened in the classroom
- Direct, identify, train, and motivate teachers, teacher assistants, and tech volunteers
- Prepare and maintain budget
- Provide a vision for program development and continual improvement
- Occasionally serve as Ministry Lead on Saturday evenings
- Attend monthly Chapel Kids leadership meeting
- Meet monthly with Associate Director of Chapel Kids, Elementary
- Regular attendance at church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Teaching, Administration, Discernment, Leadership

Experience: The ideal candidate would be a growing believer in Jesus Christ and in agreement with the doctrine and teaching of the Bible Chapel. The candidate should possess the gifts and skills listed above. ProPresenter knowledge is preferred but not necessary.

Time/Allocation: Part-time, stipend position

Hours: approximately 10-15 hours a week

Accountability: The Elementary (3-4) Coordinator is accountable to the Associate Director of Chapel Kids, Elementary.

*This Job Description is subject to change at management's discretion.