

## **South Elkhorn Christian Church (Disciples of Christ)**

**Job Title: Children Coordinators** (4 part-time positions)

**Reports to:** Associate Minister

**Position Status:** Non-exempt (hourly), part-time

### **Job Responsibilities and Duties**

1. Develop and execute a program for Sunday afternoons for Kindergarten- Grade 5 (12:00p – 1:00p). Responsibilities include developing the detailed content from predetermined themes, delivering the messages, and managing the program (securing volunteers, sending reminder emails to parents, communicating with parents, determining special events each month, working with other children leaders).
2. Assist with Worship and Wonder (Ages 3 years old to 3rd grade). Themes are predetermined and materials are provided for each Sunday morning (10am – noon). Responsibilities include preparing the room, ensuring supplies are filled, recording attendance, telling the story, receiving offerings, delivering offerings, and room clean-up

### **Additional Job Responsibilities and Duties**

- Review theme, plan and prepare for weekly activities.
- Communicate reminders to parents on themes and upcoming events
- Ensure the church administrative assistant is aware of things that need to be printed in the Current (Newsletter) as well as the bulletin (Sundays) by the appropriate deadline.
- Connect with parents and kids at check-in; Enforce proper check-out procedures
- Use classroom assistants and parent helpers when applicable. Secure parent volunteers to assist you and to provide food/snack
- Help with children needing extra assistance; Control classroom environment; Provide periodic oversight to the Nursery (and assist if required).
- Find substitute when needed (list provided if necessary) and inform Associate Minister and Disciple Ministry Chairperson.
- Plan and execute: Craft, Bible Story, Food, Community help activity. Connect the reinforcement activities to the Bible story (all curriculum provided)
- Assist with with special events such as Drama Camp, Easter Egg Hunt, Trunk or Treat, Winter Carnival, Jesus B-day Party and more

### **Job Skills and Requirements**

1. CPR trained; Worship and Wonder training will be provided by SECC.

2. Good interpersonal skills.
3. Ability to organize and administer information. Ability to follow through with details.
4. Must successfully pass a background check

Evaluation and Compensation

- The Children Coordinators work directly for and are accountable to the Associate Pastor and receive an annual performance evaluation. Compensation is reviewed annually.

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Children's Coordinator Signature

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Printed Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date