

## Chapel Kids Elementary (3rd-4th) Coordinator, South Hills

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

General Responsibilities include:

- 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 attending Saturday evening elementary sessions (approximately 4:00-6:15 PM) and regularly attending Sunday Chapel Kids, overseeing grades 3 and 4 volunteers and activities (approximately 8:00 AM – 12:30 PM).
- Maintaining a volunteer schedule and PCO Services groups for volunteers (for times listed above).
- Plan and execute training, and any special events, within Chapel Kids Elementary, including updating/maintaining training materials for staff and volunteers.
- Acts as a large group teacher in situations that coverage for volunteers is absent due to unexpected changes.
- Works with other TBC staff to ensure volunteer clearance tracking and deadlines.
- Sends reminder correspondence/emails to volunteers and staff related to upcoming weekend coverage and activities.
- Helps support organizations activities for a variety of celebrations and occasions within the elementary-age groups for Chapel Kids.
- Provide parents with information regarding elementary-age programs. Assists parents with concerns, following up with parents and leadership regarding classroom incidents.
- Assist with identification, training, and motivation of and volunteers and team members
- Prepare and plan for classroom spending and inventory management
- Provide suggestions for improvements or changes within program development
- Occasionally serve as Ministry Lead on Saturday evenings (emergency coverage basis)
- Attend monthly Chapel Kids leadership meetings.
- 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, Mature relational skills/people skills

**Experience:** The ideal candidate should be a 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 (weekends in-person necessary; weekday remote working capabilities). Flexibility regarding Chapel Kids Holiday season as well as celebrations within Elementary-age student programs.

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

**Physical Requirements:** Ability to move from floor sitting to kneeling to standing; ability to transition from room to room and from one floor to another (stairs preferred) easily; strong listening skills

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