



4-5 Elementary Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Elementary Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Kids

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Elementary Director

CLASSIFICATION: Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for coordinating all aspects of 4-5 Kids, including leader & parent communication, weekend programing, and other ministry events. Responsibilities include general office administration, weekly leader emails, large group teaching, leader development, and expense reports.

POSITION RESPONSIBILITIES:

1. Partner with Elementary Director to coordinate all aspects of 4-5 Kids ministry during weekend services
 - a. Schedule and prepare volunteers
 - b. Execute curriculum and program plans
 - c. Manage attendance, classroom ratios, safety policies, pastoral care, etc.
2. Recruit new leaders and conduct new leader interviews
 - a. Invest in leaders throughout the week for the purposes of value, connection, and equipping (including lunches, emails, phone calls, notes, additional training, etc.)
3. Coordinate all communication with leaders and families (email, web, text, etc.)
4. Develop and oversee the 4-5 Kids budget
5. Coordinate ministry events
6. Provide support as directed for general Watermark Kids trainings and programs
7. Availability (cell phone) after regular work hours to fulfill role duties and requirements. Watermark will reimburse a portion of cell phone expenses
8. Relationally engage and share work experience with participants in the Watermark Institute
9. Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Passion for relational ministry to elementary kids
- Ability to clearly communicate scripture on an age-appropriate level
- Ability to build a team of volunteers to care for and lead elementary kids
- Ability to work well with Elementary Team and manage multiple organizational tasks
- Humble, teachable, servant's heart
- Proven role model and leader in ministry (volunteer or full-time)
- Proven ability to relate directly with elementary kids
- Proven organizational skills; detail-oriented, conscientious, and thorough

All employees' job descriptions are subject to change from time to time at the sole discretion of management.