



K-1 Race 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: K-1 Race Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Kids

REPORTS TO: Elementary Director

POSITION SUMMARY: Responsible for coordinating all aspects of K-1 Race, including leader/parent communication, weekend programming, and other ministry events. Responsibilities include, general office administration, weekly leader emails, large group teaching, leader development, and expense reports.

SPIRITUAL GIFTS: Leadership, shepherding, teaching

ESSENTIAL SKILLS & EXPERIENCE:

- 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

POSITION RESPONSIBILITIES:

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

MARKERS OF AN IDEAL CANDIDATE:

- 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