



# Elementary Program 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 Program Coordinator

**DEPARTMENT:** Kids

**REPORTS TO:** Elementary Director

**FLSA STATUS:** Exempt

**TIME REQUIREMENTS:** Full Time

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for overseeing programming and worship for Watermark Kids, including leadership of the elementary drama volunteers, writing and/or editing scripts, collaborating with ministry coordinators on weekend curriculum, and special events.

## ESSENTIAL SKILLS & EXPERIENCE:

- Creative thinking and writing skills, strong communication skills
- Able to collaborate well with multiple teams
- Able to manage multiple projects and meet deadlines
- Understands how to execute at a high production value

## POSITION RESPONSIBILITIES:

1. Collaborate with the Elementary Director to create weekly elementary dramas, skits, scripts, stage designs, props, costumes, talking points, etc. that are appropriate for kindergarten through fifth grade kids
2. Recruit, schedule, organize, and direct elementary drama team volunteers
3. Work with technical production coordinator on any tech needs for Watermark Kids programs
4. Provide video production support as needed (includes video ideas, scripts, in-studio direction, and editing)
5. Collaborate with the Elementary Director to maintain the Watermark Kids storage closet
6. Work with Elementary Director to create and maintain program portions of the Watermark Kids budget
7. Work with the Directors on projects throughout the year like the Church Leaders' Conference, the Family Advent Guide, and other ministry events
8. Participate in general Watermark staff required activities (expense reporting, pastor on call, meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Desire and ability to clearly and creatively communicate scripture on an age-appropriate level
- Able to build, maintain, and lead a volunteer team
- Excellent collaborator and team player
- Blend of creative thought partner and project manager
- Thoughtfully looks for ways to make things better