



# K-1 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

**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 coordinating all aspects of K-1, 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.

## 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 Kids 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 Kids 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.)

**DIRECT REPORTS:** N/A

## 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