



Sunday Evening 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: Sunday Evening Program Coordinator

DEPARTMENT: Elementary

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 Sunday Evening Elementary, including leader/parent communication, weekend programming, and other ministry events. Responsibilities include, general office administration, weekly leader emails, large group teaching, leader development, collaborating with morning ministry coordinators, 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
- Creative thinking and programming

POSITION RESPONSIBILITIES:

- Partner with Elementary Director to coordinate all aspects of elementary ministry during Sunday evening service
 - 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.)
- Work with technical production coordinator on any tech needs for Watermark Kids programs
- Develop and oversee the Sunday evening 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, 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
- Blend of creative thought partner and project manager