ELEMENTARY COORDINATOR POSITION DESCRIPTION

Direct Supervisor: Pastor for Children
Date Prepared/Revised: January 2024
FLSA Class: Non-exempt
Status: Hourly, Part-time

Position Summary:
To serve as the coordinator for the Elementary Division and Special Needs Ministry of Kids’ Connection, the Children’s Ministry at First Baptist Church of Alexandria.

“There said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.’” Matthew 19:14

The Childcare Ministry Coordinator shall have a personal relationship with Jesus Christ, and a calling to ministry as evidenced by a daily walk with the Lord, and a passion for the advancement of the ministries of the church.

Schedule:
Sunday 8:30 AM – 12:30 PM
Maintain appropriate communication on a weekly basis.
Work a maximum of 20 hours a week from home or at FBCA, as needed.

Responsibilities:
- Support Children’s Ministry Mission—to connect children to Christ and each other and to support parents in their roles as Christ-followers and mentors of their children.
- Coordinate recruiting, interviewing, and training teachers and other leaders in the Elementary and Special Needs Ministry.
- Coordinate appropriate weekly staffing in each Elementary and Special Connection classrooms as well as the Welcome Desk and Security Desk on Sunday mornings (Sunday School).
• Directly supervise Elementary and Special Connections’ areas and Children’s Lobby during Sunday School.
• Support planning and preparation for CentriKid Camp.
• Recruit and support VBS volunteers in elementary groups and rotations.
• Directly supervise elementary groups and rotations during VBS.
• Work with Pastor to Children to ensure the safety and security of children.
• Contact Elementary leaders directly at least once a month, or more often if needed, to support them spiritually and in their roles as leaders.
• Maintain organization of Elementary classrooms, common areas, and storage areas.
• Assist Pastor to Children in the review of policies and procedures.
• Serve as an active member of Kids’ Connection Leadership Team, communicating and coordinating with other members of the team.
• Assist Pastor to Children in planning special events and activities for Elementary and Special Needs classrooms.

Qualifications:
• Growing relationship with Christ
• Teaching experience
• Paid or volunteer ministry experience
• Education Degree preferred

Expectations:
• Complete responsibilities as listed in a professional and collaborative manner.
• Follow all policies as stated in the support staff manual.
• Maintain active membership at First Baptist Church of Alexandria.