

**ROLE TITLE:**

K-6 Team Coordinator

**REPORTS TO:**

Pastor to K-6 Families

**TYPE OF POSITION/REMUNERATION:**

Part time Role (20 hours/week)

Based on qualifications and salary grid

**ROLE PURPOSE:**

This position is designed to coordinate a large team of serves to effectively fulfill and further the vibrant and growing ministry to children and families in Kindergarten to Grade 6 at CrossRoads Church.

This position coordinates a wide range of administrative and support related tasks, including informing, managing, training, encouraging and growing the people that serve Jesus in K-6 ministry. The leader will have a genuine love for children, be enthusiastic, creative, have strong relational skills to connect with kids, parents, volunteers and staff and have strong recruitment and team building capacity to pursue with excellence CrossRoads' vision to reach Central Alberta for Christ through empowering others to serve kids in a positive, Jesus following, effective and ambitious volunteer culture.

### KEY RESPONSIBILITIES

- In alignment with the K6 recruitment vision and strategy, coordinate the K-6 ministry in recruiting new volunteers to the ministry. This means using all avenues available - including utilizing social media, website and the bulletin as well as connecting developing relationships with other ministry areas such as: baptism candidates, youth and young adults, alpha and new attendees.
- Support the K-6 Pastor in ensuring K-6 ministry has full and fully equipped serve teams by managing the scheduling serves through Planning Centre for K-6 Sunday ministry.
- Complete the initial onboarding process for both ECM & K-6 volunteers and ensuring all are screened and trained to follow our Plan to Protect policy prior to serving with children.
- Organize team huddle times, supporting the overall cultural goals of the ministry.
- Assist in the training of all serves. This includes excellent onboarding, as well providing ongoing hands-on training to serves. This will also include facilitating a team to help provide training to new volunteers.
- Ensure the K-6 kids' area is set-up for Sunday program (classrooms, theatre, staff lounge).
- Assist in planning leader training events, serve appreciation events and other training events in line with direction set by the Pastor to K-6 families.
- Manage leader training budget with direction from the Pastor to K-6 families.
- Lead some and provide support to some K-6 ministry events and other special events (Faith @ Home, VBS, Easter/Christmas events, etc.). This will require work schedule flexibility at times.
- Collect and deposit kids' ministry offerings for Sunday K-6 ministry.
- Attend staff meetings, congregational meetings and team meetings as assigned.

### QUALIFICATIONS

- Secondary education preferred.
- Demonstrated experience/excellence in recruiting, training, screening, and scheduling
- Spiritually mature Christian
- Demonstrated high levels of Emotional Intelligence
- Member, or willing to become a member of CrossRoads Church
- Demonstrated interpersonal skills with children and their parents as well as both student and adult volunteers
- Enjoys working with and contributing to a team
- Demonstrated excellence in written/verbal communication skills
- Requires a high level of initiative and the ability to work independently, performing duties with minimal direction and supervision
- Ability to work on Sunday mornings and in office during work week.
- Ability to anticipate needs, to be highly organized, pay attention to detail, multi-task and be a good time manager
- Proficient in the use of Microsoft Office, Publisher, Word, Power Point, Excel & Outlook
- Must provide a Criminal Record Check
- Must agree and sign the CrossRoads Lifestyle Agreement and the Confidentiality Agreement.
- Understand and support the vision, mission, and strategic direction of CrossRoads Church.

#### Process:

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to [KendraB@CrossRoadsChurch.ca](mailto:KendraB@CrossRoadsChurch.ca).

CrossRoads Church

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*"To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, impact the world with compassion and hope."*