

# **SMCC Kids Lower Elementary Coordinator**

## **Summary:**

The Lower Elementary Coordinator champions SMCC's Cultural Values while maintaining quality and care for the children's ministry by providing support to the Pastor of Children's Ministry and the volunteers in the department.

## **Key Attributes:**

- Friendly with staff, volunteers and visitors. Models, "What does love require?"
- Detail oriented and focused - Sees the lint on the shoulder of the system
- Looks for ways to improve things; sensitive to misses; committed to excellence

## **Organizational Relationships:**

- Accountable to the Pastor of Children's Ministry (and in their absence, the Campus Pastor)
- Assists the other staff and volunteers in growing the ministry
- Attends and participates in relevant staff meetings held at Draper and All Campus staff zoom
- Attends Children's Team meetings, Volunteer trainings, etc.

## **Responsibilities:**

- Create irresistible environments for the Connect & Kindergarten classrooms, volunteers, and visitors
- Ensures all aspects of lower elementary environments are 100% ready for Sunday mornings and Midweek (Connect 321)
  - To include but not limited to:
    - Schedule Volunteer teams for Connect and Kindergarten
    - Oversee and implement the policies in the SMCC KIDMIN Handbook
    - Edit, Prep and provide curriculum (email & upload to PCO) & supplies
    - Downloaded all digital curriculum pieces & check working order of Tech pieces and tools
    - Organize and maintain cleanliness of classroom & materials
    - Schedule Quarterly trainings for connect volunteer team in partnership with Pastor & KIDMIN yearly training plan
    - Train new Connect and Kindergarten team members in accordance with SMCC KIDMIN onboarding procedures
- Follow up with new families that visit Connect and Kindergarten Sundays & Midweek (Phone call, email, postcard, etc.)
- Manage social media content in relation to lower elementary & special events
- Maintain Budget items for Connect (per Pastors approval)
- Assist in planning, preparation, & execution of special events and activities

## **Classifications:**

- 20 hours a week - Sunday and Monday evenings required