

Job Title:	Coordinator, 1 st -2 nd Grade	Job Category:	Professional – Part Time
Reports to:	Director of Childhood Ministries	Travel Required:	Limited
Level/Salary Range:	<i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i>	Position Type:	Typically 15 hours per week. ‘Typical’ schedule: Sun: 9:00 am-1:00 pm M/T/W/F: 8:30 am – 1 pm Wed: 6:00-8 pm Other office hours: flexible

Job Description

ROLE AND RESPONSIBILITIES

The 1st-2nd Grade Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry that works successfully to partner and equip families in alignment with Burnt Hickory’s 8 Key Ministry processes. This person will personally pursue a maturing relationship with Jesus Christ and set a Christlike example in words and actions for the children and families of Burnt Hickory Baptist Church and the surrounding community.

This 1st-2nd Grade Coordinator will have primary responsibility to:

- Recruit, schedule, train, develop and care for volunteers on teams in an elementary grouping for Sunday and Wednesday night offerings. (In addition, coordinates volunteers serving in 10-12 classes during VBS.)
- Manages class assignments, rolls, rosters, contacts, etc. for 1st-2nd grades regular offerings. Ensures data is correct and accurate for volunteers/group participants and ensures adherence to Ministry Platform policy and procedures.
- Work closely with the Child Protection coordinator to ensure volunteers are screened, trained, and equipped for service. Assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests. Provide support so that volunteers feel successful in accomplishing their roles and tasks and serve as their advocate.
- Work closely with the childhood staff team toward volunteer care efforts to ensure consistency.
- Assists in the planning and execution of age-level special events and activities, as needed.
- Works earnestly with the Director of Childhood Ministries and BHBC Kids leadership toward execution of global efforts and all events coordinated by Childhood Ministries such as: leader training, age-level and community events, VBS, outreach efforts, etc.
- Work closely with the Childhood Director to ensure cohesive ministry relationships and operations.
- Leads Special Projects and serves on special committees as requested by the Childhood Director.
- Other duties as assigned by the Childhood Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Incumbent must enthusiastically support and embrace the vision for Childhood Ministries established by the Director of Childhood Ministries. This person must possess strong interpersonal, organizational, and motivational skills. They should be a self-starter, emotionally intelligent, and humble. They must be equipped with a working knowledge of resource management and communication. They must be efficient in managing projects details and must demonstrate meticulous attention to detail. Must be willing to adjust schedule and adapt to changing needs of the ministry.

PREFERRED SKILLS

Must have experience (or demonstrated ability) using Microsoft Office and possess outstanding computer skills. Outstanding interpersonal skills (recruitment, retention, caring) and team player.

ADDITIONAL NOTES

Position may be required to attend conferences, workshops and/or other enrichment activities. Position will annually submit for approval: Developmental Action Goals, Key Numeric Indicators, and proposed schedule.