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| <b>Job Title:</b>          | Coordinator, 1 <sup>st</sup> Grade   | <b>Job Category:</b>    | Professional – Part Time   |
| <b>Reports to:</b>         | Director of Childhood Ministries   | <b>Travel Required:</b> | Limited  |
| <b>Level/Salary Range:</b> | <i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i> | <b>Position Type:</b>   | Typically 15 hours per week.<br>Sun: 8:30 am-12:30 pm<br>M/W: 8:30 am – 1:00 pm<br>Wed: 5:45pm – 7:45 pm |

**Job Description**

**ROLE AND RESPONSIBILITIES**

The 1<sup>st</sup> 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. Under the direct supervision of the Elementary Associate, the 1st Grade Coordinator will have primary responsibility to:

- Recruit, schedule, train, develop and care for volunteers on teams in 1<sup>st</sup> Grade classrooms for Sunday during the 11:00 service and for Wednesday night Midweek offerings. (In addition, coordinates volunteers serving in 10-15 classes during VBS.)
- Manages class assignments, rolls, rosters, contacts, etc. for 1<sup>st</sup> Grade regular offerings. Ensures data is correct and accurate for volunteers/group participants and ensures adherence to Ministry Platform policy and procedures.
- Organize, adapt and prepare weekly curriculum, teaching materials, and activity supplies for 1st Grade classes, ensuring all resources and classroom environments are ready for volunteers to implement during Sunday LifeGroups and Wednesday night Midweek Kids programs.
- 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.
- Maintain the aesthetics of the classroom environments, ensuring the rooms and cabinets are tidy and organized. This includes managing the lost and found collection and ensuring proper storage of curriculum, supplies, snacks and teaching materials.
- Possess a continued awareness of the Childhood Ministries’ calendar, ensuring availability during key ministry event timelines. Works in cooperation with the Director of Childhood Ministries and key leadership toward execution of global efforts and all events coordinated by Childhood Ministries such as: leader training, age-level and community events, Easter and Christmas Services, outreach efforts, etc.
- Actively participate in team meetings and planning sessions to ensure ministry alignment. Stay informed of current childhood ministry trends and resources while maintaining close collaboration with the Childhood Director for consistent program excellence.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Incumbent must be a passionate disciple of Jesus Christ, love all of God’s children including those with special needs, form meaningful relationships with people of various ages, and be an empowering leader. 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 event planning, program management, and communication. They must be efficient in transforming big ideas into a realistic ministry. Must be willing to adjust schedule and adapt to changing needs of the ministry.

This part-time position averages 15 hours per week. Additional hours may be requested during peak ministry seasons including VBS and other ministry events. Schedule flexibility is essential to accommodate these varying ministry needs.

**PREFERRED SKILLS**

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

#### **ADDITIONAL NOTES**

- This position provides the opportunity to attend the 8:15a.m. worship service and/or 9:30 LifeGroup/Worship service, provided the individual is physically present on the 1<sup>st</sup>-2<sup>nd</sup> Grade hall by 10:40 a.m. for the transition and to support the 11:00 LifeGroup hour. The individual must remain on church property during all scheduled programming hours, be available on call for ministry needs when not directly supervising and stay until all children are picked up. This individual must also be present during Wednesday night Midweek Kids and stay until all children are picked up. Additionally, this position offers back-up coverage for the Kindergarten Coordinator, as needed.
- The individual is responsible for organizing and maintaining digital storage of all printable materials in the designated folders on BHBC Kids Teams and/or the Media Server. All materials produced during work hours are the property of Burnt Hickory Baptist Church and must be stored in Burnt Hickory's Teams folders or the Childhood Media server for accessibility, avoiding local drive storage.
- 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.