



mountain park
COMMUNITY CHURCH

Position Title	3rd-5th Grade Coordinator
Reporting	Reports to Pastor of Birth to College
Classification	Part-time, 15 hours a week, Paid hourly

Position Summary

The 3rd-5th Grade Coordinator is responsible for recruiting, training and scheduling a team of volunteers to implement the Sunday morning (small groups only) and Wednesday night curriculum and childcare programming. While curriculum will have already been chosen, they will need to review and refine the curriculum to make it age/class appropriate, then communicate the plan to their team. Additionally, they will serve as an advocate for their classroom spaces and keep them organized. They will also meet with the Children's Ministry coordinating team and their direct report, Pastor of Birth to College, each week, as needed.

Essential Duties and Responsibilities

1. Recruit, develop and schedule a Sunday morning and Wednesday night team
 - a. Leads their team in making sure they are enforcing standards of safety, fun and biblical truth
 - b. Develops a team that is well trained and excited about fulfilling their role
 - c. Communicates weekly with the team to make sure that all spots are filled with a caring team member
 - d. Plays an active role in teaching a 3rd-5th grade class.
2. Review and refine the curriculum to make it age/class appropriate
 - a. Review chosen curriculum to make sure activities are age appropriate.
 - b. Gather and prepare needed materials
 - c. Communicate the game plan with the team
3. Advocate for the 3rd-5th grade small group classrooms
 - a. Inspect and report dangers, mess, outdated/broken toys, missing materials
 - b. Keep clean, support and follow organization plan
 - c. Make requests for purchases of new supplies/toys
 - d. Implement new ways to make classrooms fun and inviting
4. Execute additional assignments as needed
 - a. Meet weekly with the Children's Ministry coordinating team and the Pastor of Birth to College
 - b. Keep regular weekly office hours

Qualifications

1. Required
 - a. High School Diploma
 - b. Proficient computer skills in Apple Software & Microsoft Office Suite
 - c. Highly developed verbal, written and telephone communication skills with the ability to act on both a professional and personal level. Operates well independently with minimal direction/supervision, as well as within a team. Multi-tasking ability and attention to detail is essential
 - d. Ability to learn new software programs quickly
 - e. Proficient in technology including check-in systems, audio/visual equipment and typical office environment applications
2. Preferred Experience
 - a. Bachelor's degree
 - b. Proven experience in ministry with children
 - c. Proven experience in building effective teams
 - d. Proven experience leading large teams of volunteers

Addendum

1. Additional projects and responsibilities may be necessary as requested by the Senior Pastor
2. Job descriptions at MPCC are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas you may be working in. The reality is that we work as a team and there are numerous other tasks that will require the participation of the person holding this position

Personal & Spiritual Growth

1. Essential Qualities
 - a. Two words: PASSION and FUN. This person must have a contagious passion for discipling children and the development of families. This person must also have a sense of humor and a strong desire to “enjoy the journey”
 - b. “Kid Magnet” – this person must naturally be drawn to and have the attention of children
 - c. Enthusiasm and joy – a naturally “bright” face and smile
 - d. Emotional and relational intelligence
 - e. Loyalty and dedication to Mountain Park's mission, values and leadership
 - f. Spiritually mature Christian with consistent and long-term track record of Christ-like behavior
 - g. Collaborative team leader who naturally motivates and encourages others
 - h. Embrace and live out the philosophy that parents are the primary disciplers of their children