

Elementary Coordinator

New Heights Bentonville | Job Description

Hours: 20 hours weekly, part-time.

Reports to: Kids Ministry Director

Classification: Part-time, non-exempt

Compensation: [range] annually, based on experience

ABOUT NEW HEIGHTS

New Heights Bentonville is a non-denominational evangelical church in Bentonville, Arkansas, in the heart of one of the fastest-growing regions in the country. We are a church of 800+ that holds to historic Christian doctrine and exists to make disciples who love God passionately and love people tangibly. We are in a season of growth, including a new building project and a 2030 vision that is shaping every area of our ministry.

WHY THIS ROLE EXISTS

We want every child who walks through our doors to be known, loved, safe, and consistently pointed to Jesus. We also believe parents are the primary spiritual leaders in their homes, and the church has the privilege of coming alongside them in discipleship.

The Elementary Coordinator supports the Kids Ministry Director in the implementation of ministry for children from birth through 4th grade, with a primary focus on Elementary (K-4th). This is a volunteer leadership role responsible for inspiring, engaging, and equipping members of New Heights to teach God's truth, model life with Jesus, and help children grow as disciples.

WHAT YOU WILL DO

Lead the Elementary Sunday Morning Experience

- Contribute to the setup and preparation of engaging, welcoming small group and large group environments

- Ensure curriculum, materials, toys, games, and supplies are prepared and ready for leaders to use
- Equip large group teachers and small group leaders to clearly and faithfully share the gospel
- Pray with volunteers and serve as the point person coordinating Sunday morning services
- Able to lead the elementary service, including the large group teaching
- Model best practices and support leaders as they connect with children and families

Recruit, Schedule, and Develop Volunteers

- Recruit, train, and schedule trained volunteers to lead in small and large groups on Sunday mornings
- Maintain consistent weekly communication with volunteers
- Invest personally in volunteers through relationship building, encouragement, and care
- Help volunteers identify and use their gifts to build up the church
- Create and implement leader training resources that equip volunteers to serve children and families well

Prepare Curriculum and Ministry Resources

- Evaluate, edit, and prepare curriculum for NHB Kids Ministry Sunday services
- Ensure lessons and resources are biblically faithful, age-appropriate, and ready for leaders to use
- Help create family discipleship materials, social media content, and Parent Table resources to help families engage their children with the gospel at home

Support Families and Family Discipleship

- Build relationships with children and families and help create a ministry culture where they feel known and cared for
- Plan, attend, and support family discipleship events that equip parents as they engage their children with the gospel
- Partner with the Kids Ministry Director to support ministry to children Birth-PreK as needed

Coordinate Safety

- Ensure Kids Ministry safety procedures and policies are consistently followed, including check-in/check-out, bathroom procedures, the two-adult rule, and positive redirection and parent communication for discipline
- Help ensure volunteers understand and follow Kids Ministry safety expectations and church emergency procedures
- Support a ministry environment where children are safe, secure, and well cared for

Collaborate and Support the Church

- Attend weekly staff meetings and ministry alignment meetings to collaborate and better serve the volunteers and families of New Heights Bentonville
- Work collaboratively with staff and ministry teams on church-wide priorities and events
- Support all-church events as assigned
- Other duties as assigned by the Kids Ministry Director

WHAT 20 HOURS LOOKS LIKE

- Sunday morning, preparation through completion of services: 5 hours
- Curriculum preparation and ministry resources: 5 hours
- Volunteer recruiting, scheduling, communication, and care: 5 hours
- Staff/ministry meetings, family discipleship, planning, and administration: 5 hours

Special event weeks and seasonal ministry needs may require adjustments to the normal weekly rhythm. Any ongoing changes to scheduled hours will be coordinated with the Kids Ministry Director.

WHAT SUCCESS LOOKS LIKE IN YEAR ONE

- Elementary groups are consistently staffed with trained and prepared volunteers
- Volunteers receive clear communication, feel cared for, and are equipped to serve with confidence
- Sunday curriculum and ministry environments are prepared, biblically faithful, and ready before children arrive
- Kids Ministry safety policies and procedures are consistently followed
- Families receive practical resources and opportunities that help them disciple their children at home
- Children are known, loved, and consistently pointed to Jesus through the ministry of New Heights

We will set specific targets together and review them at 90 days, six months, and one year.

WHAT WE GIVE YOU

- Regular coaching and support from the Kids Ministry Director

- Access to ministry resources and an approved budget for Kids Ministry responsibilities
- Access to our pastoral staff for personal care
- A collaborative staff team committed to serving families and making disciples
- Opportunities to grow in ministry leadership, teaching, and volunteer development

WHO YOU ARE

- You feel called by God to serve kids and families
- You are passionate about helping children know Jesus and helping parents disciple their children
- You are authentic, relational, and able to gather and encourage people
- You are organized. Curriculum, schedules, communication, and supplies do not slip
- You are a self-starter who takes ownership and solves problems
- You can motivate, cast vision, delegate, and develop volunteers
- You communicate clearly and work well as part of a team
- You are a growing follower of Jesus who is committed to the authority of Scripture
- You are teachable, goal-oriented, and committed to personal and spiritual growth

REQUIREMENTS

- A growing relationship with Jesus Christ
- Experience teaching and leading children; ministry leadership preferred
- Working knowledge of child development and strong teaching skills
- Strong organizational, administrative, interpersonal, problem-solving, and communication skills
- Consistent Sunday morning presence and reliability
- Agreement with the beliefs, mission, and doctrinal statement of New Heights Bentonville
- A life and conduct consistent with the beliefs and doctrinal statement of New Heights Bentonville, including our convictions on sexuality, marriage, integrity, and speech
- Availability for special services, family discipleship events, and ministry events outside Sunday mornings as needed

- Willingness to become a covenant member of New Heights and participate in a community group
- Successful completion of a background check, ministry safe training, and completion of periodic rescreening as required

PHYSICAL REQUIREMENTS

This role includes standing and walking for extended periods, moving throughout Kids Ministry environments, lifting and carrying classroom or event supplies, and setting up and resetting ministry spaces.

HIRING PROCESS

Application review, phone screen with the Kids Ministry Director, in-person interview with ministry leadership, and a Sunday morning observation. We will keep you informed at each stage.

HOW TO APPLY

Apply online at NHBentonville.com/jobs. We are reviewing applications on a rolling basis with a target start date of Fall 2026.

NEW HEIGHTS BENTONVILLE STAFF VALUES

1. Trust: "We are trustworthy people, building trust with guests, members, and staff through integrity, reliability, and authenticity."
2. Honor: "We serve, respect, and defend one another, pursuing healthy conflict to strengthen relationships and ministry impact."
3. Clarity: "We over-communicate and strive for clarity in all interactions to ensure alignment and understanding."
4. Grit: "We work hard, take ownership, and embrace faith-filled risks to advance God's kingdom."
5. Growth: "We pursue personal and spiritual growth and are committed to fostering growth in others through discipleship and encouragement."

This job description describes the general nature of the position and is not a complete list of duties. Responsibilities may change as ministry needs change. This

document does not constitute a contract of employment. Employment with New Heights Bentonville is at will.

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