

ELEMENTARY & PRETEEN COORDINATOR: Part Time - 20–25 hours/week

Ministry Area: Kindergarten–6th Grade

PRIMARY FOCUS: Elementary and preteen environments, volunteer leadership, curriculum implementation and preparation, strategy support, and weekend programming.

POSITION SUMMARY: The Elementary & Preteen Coordinator provides leadership and ownership for Front Range Kids environments serving Kindergarten through 6th grade. This person ensures that elementary and preteen students experience engaging, age-appropriate, spiritually meaningful programming while developing strong volunteer leaders who relationally invest in kids. The coordinator oversees weekly programming, curriculum execution, volunteer development, classroom environments, the overall experience for elementary and preteen students across all four weekend gatherings, and all other duties as assigned.

KEY RESPONSIBILITIES:

Elementary & Preteen Volunteer Leadership

- Recruit, onboard, and train Elementary and Preteen volunteers
- Manage weekly Planning Center scheduling for Elementary and Preteen teams
- Train volunteers in age-appropriate engagement and classroom management
- Coach volunteers during weekend gatherings
- Develop Elementary and Preteen environments
- Help cultivate a healthy volunteer culture
- Partner on volunteer appreciation and retention

Weekend Leadership

- Serve as the primary leader for Elementary and Preteen environments during assigned gatherings
- Ensure all Elementary and Preteen classrooms and programming spaces are properly staffed
- Ensure classrooms are open, clean, stocked, and ready before programming
- Rotate through Early Childhood rooms to monitor safety, engagement, and quality
- Troubleshoot volunteer absences and programming needs
- Provide leadership and assistance to volunteers
- Support behavioral and classroom-management situations
- Maintain an engaging and spiritually focused environment

Curriculum & Teaching

- Prepare weekly Elementary and Preteen curriculum, games, activities, and materials
- Assist with adapting curriculum and environments for developmental differences between younger elementary and preteen students
- Prepare necessary media and presentation elements
- Assist with coaching and developing volunteer teachers
- Assist with curriculum strategy and teaching plans
- Develop small-group environments and culture
- Develop intentional strategies for Preteen ministry

- Help students transition successfully into Student Ministry

Classroom & Environment Management

- Ensure Elementary and Preteen spaces are prepared for each gathering
- Maintain curriculum, environments, and supplies
- Organize ministry storage
- Maintain, sanitize, and replace toys and classroom equipment as needed
- Manage technology and facility needs
- Ensure rooms are reset and ready for upcoming gatherings

Safety & Care

- Reinforce policies and procedures
- Ensure secure child check-in and check-out
- Maintain proper classroom ratios
- Ensure allergy and medical information is appropriately communicated
- Assist with incident and accident documentation
- Escalate significant safety, behavioral, or pastoral situations to the Kids Ministry Pastor

Family Communication

- Communicate routine information with Elementary and Preteen families
- Support parents regarding curriculum, classroom, or behavioral questions
- Help families navigate classroom transitions
- Partner with the Kids Ministry Pastor on significant behavioral, pastoral, or family situations

Event & Creative Support

- Assist with Kids Ministry events
- Assist with décor, environments, activities, and programming
- Support event setup, programming, and teardown
- Maintain event and programming supplies
- Participate in department-wide volunteer trainings and events
- Help develop Preteen-specific experiences and opportunities for connection

Childcare

- Assist the Early Childhood Coordinator with childcare as needed
- Ensure rooms are reset between room usage