



GRACE
FELLOWSHIP

POSITION: Grace KIDS Elementary Coordinator, Pickerington Campus

REPORTS TO: Pickerington Campus Grace KIDS Director

PURPOSE STATEMENT: To help kids live Jesus-centered lives by creating environments that point them to Jesus.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Full-time, 40+ hours per week (including weekend responsibilities)

POSITION RESPONSIBILITIES

- Champion the mission and vision of Grace KIDS by leading the Elementary ministry with excellence; helping every child meet, follow, and share Jesus.
- Oversee the weekend ministry experience in our Elementary environment, and lead large group time regularly.
- Partner with the Grace KIDS Pickerington team to plan and execute Grace KIDS events.
- Work with the Grace KIDS Team to equip and resource parents as the primary spiritual leaders of their homes, helping kids take their next steps in following Jesus.
- Recruit, train, schedule, and develop Elementary KIDS volunteers, including Buddy Team volunteers who support children with special needs.
- Oversee the scheduling of childcare providers for various events and Bible Studies.
- Cultivate a safe, welcoming environment for every child by maintaining the C.A.P.P. process for all Elementary and Buddy Team volunteers.
- Regularly evaluate the Elementary ministry and collaborate with the Grace KIDS Ministry Director to strengthen systems, improve the ministry experience, and build a culture where kids are excited to come to church.
- Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Passion for a local church focused on reaching a local community
- Honors and models the staff code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Code and Statement of Faith of Grace Fellowship through Partnership
- Passionate about elementary kids and kids with special needs and their spiritual growth
- Strong leadership, shepherding, recruiting, and developing skills
- Self-motivated, craves feedback, strong relational ability, creative, team builder

PERFORMANCE MEASURES

The Grace KIDS Elementary Coordinator knows that they are doing a great job when Elementary KIDS is adequately staffed, possesses a healthy volunteer culture, kids are taking next steps in their faith, and Elementary KIDS administrative responsibilities are routinely and excellently executed.