

Montgomery Community Church
Position Description

Title: Elementary Coordinator

Classification: Part-Time, Non-Exempt, Up to 28 hrs/wk

Benefits: As indicated in the Employee Handbook

Purpose: The Elementary Coordinator provides oversight for our elementary volunteers and ensures that they're fully trained and scheduled. Moreover, it also involves managing ongoing administrative tasks for MCC Kids.

Responsibilities:

- 1) Recruit, train, support, and schedule our elementary volunteers.
- 2) Plan and coordinate weekly Elementary Experiences alongside Kid's Pastor.
- 3) Manage our elementary volunteer records in Planning Center/update their qualifications and information (***example: background checks***).
- 4) Document MCC Kids attendance and enter first-time guests into Realm.
- 5) Create and manage registrations for MCC Kids.
- 6) Prepare/clear elementary rooms.
- 7) Assist with greeting or hosting on Sundays.
- 8) Enter room reservations for MCC Kids events in eSpace and events in our MCC's Master Calendar.
- 9) Monitor labor/spending within approved budgeted parameters.
- 10) Help plan, promote, and implement special events within a team setting.
- 11) Other duties as assigned by Kid's Pastor.

Performance Expectations:

- 1) Schedules volunteers for Sundays and seasonal events.
- 2) Manages administrative tasks in a timely manner.
- 3) Develop strong/positive relationships with volunteers and families.
- 4) Regularly attend Montgomery Community Church.

Qualifications:

- 1) Demonstrated leadership with Kids Ministry.
- 2) Agreement/support of MCC's Statement of Faith, Mission, and Vision.
- 3) Associate's degree or comparable direct work experience.
- 4) Proficiency in basic computer programs for data management/ communication.

Reports to: Kid's Pastor