

Job Description:

Position: Bellevue Elementary Coordinator
Reports to: Kids Ministry Director
Type of Position: Part-Time: 10-12 hours/week, Non-Exempt

Overview:

The Bellevue Elementary Coordinator will advance the mission and vision of Spring Lake Church through the Kids Ministry at the Bellevue Campus by facilitating and resourcing volunteers who serve in Weekend Kids Ministry, assisting in Kids Ministry Events, and getting to know our Spring Lake Church families.

Responsibilities:

Create Healthy Culture for Families

- Create family friendly culture throughout Spring Lake Church.
- Become a trusted resource for families who call Spring Lake Church home.

Elementary School Coordinator

- Recruit, equip, and lead Elementary and Club 45 volunteers for all weekend services.
- Prepare curriculum and ministry spaces to support ministry needs.

Kids Ministry Events and Projects

- Assist on major Kids Ministry events.
- Recruit and lead volunteers to run events and projects.

Actively Participate in Kids Ministry Leadership

- Be actively involved in Kids Ministry team.
- Advocate for Kids Ministry when appropriate and necessary.
- Care for and love other staff members.

Requirements:

- Vibrant and healthy spiritual life with a heart to see the next generation come to a thriving faith in Jesus.
- Member or willing to become a member of Spring Lake Church.
- Previous experience working with children and/or families.
- Ability to attract and retain volunteers.
- Solid team player who can play the role of leader and peer in team dynamics.

Anticipated Weekly Time Commitments

- Sunday morning services | 8:00a-12:00p | 4 hrs
- Staff meetings and/or Kids Team meetings | 1-2 hrs
- Recruiting & contacting volunteers, prep for weekend services | 5-6 hrs