



# MISSION HILLS CHURCH

REAL. MESSY. NEW.

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## KIDS COORDINATOR | ELEMENTARY 2ND - 5TH GRADE

**Department :** Ministry Environments

**Direct Report :** Kids Director

**Position :** Full-Time

**Hours :** 40 hours per week

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### PURPOSE OF POSITION:

The purpose of the Kids Coordinator is to lead the overall program of 2nd-5th grade while supporting the implementation of the vision, mission and core values of Mission Hills Church.

### WHAT YOU'LL NEED:

- Education and/or experience that have prepared you for this role
- Commitment to our purpose: we exist because God loves the world & wants them to know it (John 3:16)
- Commitment to our mission: we help people become like Jesus and join him on mission. (Mat 28:19-20)
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe
- Agreement with our doctrinal statement (nothing radical here, we're a Bible-driven church that's part of Converge Worldwide)
- Experience in administration of children's ministry specific to elementary (preferred)
- Ability to evangelize and disciple children
- Demonstrates a clear commitment to and love for children
- Team player, strong leader, shepherd, servant's heart, active learner, flexible, problem solver, and enthusiastic
- Partnering skills, organizational skills, self-starter, contributor, communication skills, and a servant leader
- Ability to recruit, motivate, equip, and manage Serve team members

### WHAT YOU'LL DO:

- Provide leadership and oversight for the 2nd-5th grade ministry by equipping, recruiting, encouraging, and supporting Serve team members
- Create the weekly curriculum and organization of supplies to provide an intentional and easy to follow classroom experience for kids and Serve team members
- Consistently meet with current and new prospective Serve team members
- Provide training to equip Serve team members through the onboarding process
- Provide continual training and leadership to equip Serve team members and consistently cast vision and practical training in weekly pre-service huddles
- Coordinate the scheduling and weekly communication to the Serve team members
- Responsible for the organization of the Resource Rooms that supports Kids ministry and maintaining supplies and resources in each classroom
- Provide support and care to Serve team and families as needed
- Work with Middle School team on transitioning 5th grade students into the Middle School ministry
- Supervise the Assistant Coordinator for 2nd-5th grade
- Assist with providing parent resources to equip families at home including take home activities & parent guides
- Assist the Director with and participate in Sports Camp and special events
- Meet regularly with the Kids Director to pursue ongoing spiritual and professional growth opportunities

### COMPENSATION:

We take good care of our people. The anticipated salary for this role is \$45,000 - \$55,000 with full benefits provided in addition to the salary.