



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: 4th/5th Grade Coordinator

EFFECTIVE/REVISED: January 1, 2020

SUPERVISOR'S TITLE: Children's Director

DEPARTMENT:

CAMPUS: Campus: Anaheim

Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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01. Summary of Position:

The 4th/ 5th Grade Coordinator will be responsible for serving the church by assisting in the development, coordination and administration of an effective ministry to meet the needs of the elementary (4th/5th grade) aged children of the church and providing leadership to and supervision of volunteers involved in this ministry

02. Ministerial Functions:

- Provide management of ministry through monitoring and maintaining the ministry objectives of the Kidside Department of the church.
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.

03. Supervisory Responsibilities:

- Supervises volunteers within the Kidside department.
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees/interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/interns; addressing complaints and resolving problems.

04. Duties and Responsibilities:

- Assist in developing, supervising and guiding a comprehensive educational and service ministry for elementary (4th/5th grade) aged children of the church.

- Review and develop curriculum for the elementary (4th/5th grade) program.
- Enlist, equip and encourage volunteers for leadership in elementary (4th/5th grade) ministry.
- Oversee studies, events and programs under designated areas.
- Develop camps, conferences, retreats and trips under designated areas.
- Implement service and mission projects for elementary (4th/5th grade) aged students.
- Teach, when requested or needed.
- Develop relationships with elementary (4th/5th grade) aged students and their families.
- Ensure that classrooms and facilities reflect a safe, professional, Christian environment.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Cooperate with the Children's Director by performing any other duties when assigned or instructed.
- Oversee all large group teaching curriculum and teachers. Facilitates monthly meetings and preps all supplies
- Oversee all large group décor and theming of worship spaces. Also includes overseeing theming and décor teams.
- Perform other responsibilities as assigned by supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

05. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Must have a bachelor's degree or have comparable experience.
- Must have computer skills in the Microsoft Suite of products
- Must have excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter.
- Must be confidential, flexible, accurate and have good follow-up skills.
- Must have the ability to understand, teach and live out Biblical truths.
- Must have the ability to comprehend written and oral information and to express written and oral information with clarity.
- Must have the ability to identify problems, exhibit both inductive and mathematical reasoning.
- Must have the ability to travel.
- Must have the ability to work nights, weekends, and holidays, as requested.

06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description should be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance should be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

07. Physical Demands & Work Environment:

- The employee is regularly required to sit and talk and hear
- The employee is frequently required to use hands to handle or feel and reach with hands and arms
- The employee is occasionally required to stand and walk
- The employee must occasionally lift and/or move up to 30 pounds

We concur with this Job Description.

Staff Member

Supervisor

Date