



Elementary Coordinator

Job Description

Department/Ministry: Children's Ministry

Position Status: 18-20 hours per week

Direct Support: CM Site Director

Job Purpose

The Primary responsibility of the Elementary Coordinator is to sustain the ministry to kids K-5th grade, through meaningful partnerships with families and fostering engaging small groups that ignite a faith that last.

Ideal Candidate

Has a vibrant relationship with Jesus and a passion to lead kids to become resilient followers of Him

A heart and passion for children and young families

Is a creative problem solver with a genuine curiosity about youth development

Proficiency in communication to children

Must be able to plan, implement and evaluate curriculum. Detail oriented.

Works well on a team (staff and volunteer leaders)

Ability to relationally connect and communicate with parents

Competence using technology (email, ProPresenter, Playlister, PCO, etc)

A heart that is in unity with Cornwall Church's purposes

Summary of Essential Job Functions

Coordinate Explorers League Elementary weekend services through administration of lessons, volunteer connection, family engagement, and resources

- Oversees/Coordinate Explorers League Preschool weekend services
- Ensure that current program meets the needs of children, families and volunteers
- Curriculum and Teaching
 - Coordinate large group teachers and develops overall strategy for large group. Teaches large group as needed
 - Leads transmission of weekly curriculum both the leader and children's materials
 - Produces curriculum selections in coordination with Small Group Activities Coordinator
- Volunteer Support
 - Equip, advise, and encourage Elementary volunteers
 - Coordinate and manage the weekly volunteer schedule and communications (Matrix)
 - Assures volunteers have postcards and that completed ones get to Ministry Assistant
 - Foster a spiritually healthy and fun culture within the EL volunteers



- Family focus
 - Develop creative and fun events for pivotal transitions, outreach, and for building fun within EL.
 - Connects with Next Gen on transitioning families and kids to Edge
- Manages learning Environments
 - Maintains rooms 101-106 including set-up, organizing, and cleanup
 - Decorates rooms and stage monthly to fit with theme
 - Oversee the safety and appearance of rooms, equipment, and supplies.