



## Children's Ministry Assistant Elementary Coordinator

**Purpose:** Assist Pastor of Children & Family Ministries with leadership, administrative and coordination tasks for children from Kindergarten through 6th grade at CrossPoint Church.

### Qualifications:

- Be of good moral and Christian character.
- Be a member of CrossPoint Church and attend as regularly as possible given Sunday duties.
- Be polite, friendly, and present a positive and servant attitude to all children, parents, and volunteers.
- Stability of physical, mental, spiritual, relational, and emotional health.
- Willingness to submit to background screenings, fingerprinting, and CPR training.
- Sunday morning and Tuesday workday availability.
- Teaching experience and Bible knowledge.
- Comfortability being trained in and utilizing technology.

### Areas of responsibility:

#### CPkids

- Serve as primary leader, alongside Children & Family Pastor, of CPkids who recruits volunteers, leads pre-service meetings, sends weekly communications, and teaches in large group settings.
- Set-up and maintain check-in process/procedures.
- Oversee administrative duties for new family information.

#### Administration

- Utilize CCB for Sunday morning CPkids volunteer scheduling and reminders.
- Decorate and keep up to date classroom bulletin boards and other necessary materials.
- Organize CPkids resource room on a weekly basis.
- Create basic graphic design templates and oversee slide changes for week-to-week ministry needs.
- Other administrative duties as assigned.

#### Volunteer Coordination

- Assist in gathering materials for volunteer training.
- Ensure all volunteers submit background checks & keep their records.

#### Outreach

- Collaborate with Children & Family Ministries Pastor, office staff, and Communications Director in promoting children's ministry events and help run events when needed (Fall, Christmas, VBS, etc.).

### Time Required:

10-12 hours/week\*, part-time

\*Includes Sunday hours (3 hours on 3 Sundays a month during ministry year, 3 hours on 2 Sundays a month during summer).