



Covenant Church has an immediate opening for an experienced **Covenant Kids Ministry Elementary Coordinator** to serve at our **Carrollton** campus

The **Covenant Kids Elementary Coordinator** works closely with the Pastors and Director of Kid's Ministry to coordinate all Elementary Services on the Carrollton Campus. The main role of this position will be to develop and equip Elementary Dream Teamers for producing all Elementary services. This role will help coordinate the planning, logistics, and resource support needed for all special events and services. This is a full-time 40 hour/week position which includes office hours, weekend and midweek services, and occasional evening hours, as needed. This position will report directly to the Pastors and/or Directors of Kid's Ministry.

The job description below is only a summary and represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks under the direction of the Kid's Pastors.

**Duties include, but are not limited to:**

- Oversee all aspects of the Elementary Ministry
- Actively recruit Elementary Dream Teamers
- Empower and equip Elementary Dream Teamers through consistent training and communication
- Ensures that the quality of excellence is upheld at each elementary service
- Help create an atmosphere where kids will feel this is "the best part of their week"
- Collaborate with the creative coordinator for the visual and written aspects of our Elementary services
- Work with Creative Coordinator on carrying out stage design needed for all services
- Research and recommend creative events/creative ideas for Elementary ministry
- Oversee all Elementary events from planning to execution
- Assist with all Kid's Ministry productions/events
- Schedule all Elementary Dream Teamer's and Student Leader's
- Oversee and empower student leaders when serving
- Communicate with Stage Team and Small Group Teachers each week to ensure they are well equipped for their service
- Prepare games, stage props and activities needed for each service
- Oversee the set up and tear down of all Elementary Services
- Purchase Elementary supplies for Carrollton Campus as needed
- Oversee the student leadership program when in session
- Serve as one of the communicators to Covenant Kids on the Carrollton Campus
- Participate in weekly department meetings to discuss enhancing the Sunday experience and upcoming events
- Ensure that the kids facility areas are clean and set in an excellent manner for all services
- Other duties as assigned

**Knowledge/Skills Required:**

- A love and calling toward ministry to children and families
- Ability to speak on stage
- Supervise multiple projects effectively
- Excellent Team building skills
- Customer service oriented
- Must be able to maintain the strictest level of confidentiality

- Exceptional time management, organizational and prioritization skills with a particular emphasis on follow-through and attention to detail
- Ability to think and act independently with a high degree of professionalism, discretion and confidentiality
- Must be a strong communicator with excellent written, verbal and interpersonal skills
- Experience in problem solving
- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Proven experience in office environment and accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
- Experience and high proficiency in Microsoft Office Suite to include Outlook, Word, Excel and PowerPoint
- Must be able to work in a deadline driven environment.
- Must possess the ability to produce in a fast-paced environment
- Must possess a “can-do” attitude with the ability to multi-task
- Must exhibit a professional and pleasant demeanor
- High School Diploma
- 3- 4 years’ experience
- PCO +
- Non-profit +

**Attributes:**

- Love for God
- Love for People
- Work ethic that is excellent
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Reliable and energetic
- Must share the vision of Covenant Church to fulfill the Great Commission with integrity and passion
- Establish & maintain effective working relationships with all Covenant Church staff
- Maintain a sensitivity to situations and needs of others

**Must be/have, but are not limited to:**

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional hours (as needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands, fingers and spine
- Must be able to lift 20 lbs.
- Must be 18 years of age and have valid State Driver’s License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +