



JOB DESCRIPTION

JOB TITLE: K-5 Midweek Missions and Special events Coordinator

REPORTS TO: Director of K-5 Ministry

EFFECTIVE DATE: July 6, 2021

FLSA STATUS: non-exempt

HOURS: 10-15 hrs. Varies depending on events and/or staff needs

LOCATION: Primarily First Community North

JOB SUMMARY: Midweek Missions and Special Events coordinator. Primary responsibilities include working with K-5 Director to plan, coordinate, and lead Wednesday evening Midweek Missions lessons for students in kindergarten through fifth grade. Other responsibilities include working with the K-5 team and volunteers to organize and lead special events for elementary children, and coordinate and implement Sunday school lessons.

RESPONSIBILITIES AND DUTIES

- Help plan, revise, and maintain the Midweek Missions lessons for year.
- Help gather and/or purchase program materials.
- Set up room(s) for Midweek Missions lesson Wednesdays Sept.-May.
- Purchase and prepare vegetable and fruit tray for Wednesday Midweek Missions during the school year.
- Teach Sunday school year-round.
- Help plan, gather materials, organize volunteers, set up and run special events throughout the year including, but not limited to Christmas Workshop, Easter Eggstravaganza, 1.2.3...Akita!, fourth grade communion dinner, third grade Bibles.
- Attend weekly K-5 meetings.
- Attend monthly staff meetings as needed or required.
- Provide supervision to certain volunteers.
- Assist with writing articles for K-5 programs.
- Communicate regularly with staff and parents through constant contact, email and phone.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree (or equivalent experience)
- Proven experience working with children and parents.

Speak clearly so listeners can understand.
Understand the speech of another person.
Spend hours sitting at computer to write lessons and correspondences.
Stand and walk for hours during programs.
Sit on floor and rise from seated position.
Occasionally lift objects 5-10 pounds.
Occasionally move furniture.

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This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities or requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. [Insert Company Name] reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.