



**Summit View Church
Elementary Coordinator
Job Description**

We exist to see a movement of disciple-making churches advancing God’s Kingdom throughout the world.

JOB DESCRIPTION

Position Title	Department	Reports to
Elementary Coordinator	Children’s, Heritage Park	SV Kid’s Director, HP
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	_____ 2024

Whatever you do, work heartily, as for the Lord and not for men, Colossians 3:23

POSITION SUMMARY

The primary duties of the Elementary Coordinator (EC) is to coordinate volunteers and curriculum for Kindergarten to 5th grade. The EC develops relationships with the volunteers and schedules volunteers for service in the elementary grades. The EC downloads, formats, and revises the curriculum for the elementary classes. The EC preps weekly the supplies needed for the lessons for all classrooms from Kindergarten to 5th grade.

PROFESSIONAL QUALIFICATIONS

Spiritual Gifts: Administrative, leadership, shepherding, teaching, hospitality

Strengths: Self-motivated, relational, personable, team player, organized, flexible, and patient.

Professionally: Familiar with Microsoft Office

RESPONSIBILITIES

- Recruits and develops relationships with volunteers
- Volunteer Staffing and Scheduling (Kindergarten – 5th Grade)
- Classroom curriculum planning and editing and teacher communication (Kindergarten – 5th Grade)
- Prep of curriculum, including making copies, collecting needed supplies, etc. (Kindergarten to 5th Grade)

- Deliver supplies to classrooms and set up classrooms as needed for Sunday (Kindergarten to 5th Grade)
- Attends weekly staff meetings and SV Kids' staff meetings
- Attends all SV Kids' events and camps
- Assists in planning and assisting SV Kids' camps and special events
- Set up, clean up, and serving on Sunday

SCHEDULE: 25 HOURS PER WEEK

The following schedule is an outline of the hours this position is expected to be available.

Monday (5 Hrs) | Tuesday (5 Hrs) | Wednesday (6 Hrs)
Thursday (5 Hrs) | Friday (Off) | Saturday (Off) | Sunday (4 Hrs)

COMPENSATION

- Salary Range: \$17/hour
- Paid Time Off
- Cell Phone Stipend

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed at all times in the course of employment with Summit View Church.

- Must exceedingly exemplify the greatest commandment:
 - "And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' ³¹ The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these.'" Mark 12:30-31 ESV
- Character must demonstrate the fruit of the Spirit:
 - "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, ²³ gentleness, self-control; against such things there is no law." Gal. 5:22-23 ESV

MINIMUM SPIRITUAL QUALIFICATIONS

In practical terms, Administrative Assistants must display these qualifications in the following categories:

• SPIRITUAL DISCIPLINES

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

- Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity. 1Tim. 4:12b ESV

• BE A PEACEMAKER

One of the most called upon needs of the body of Christ is to help resolve differences. He/She must become a champion of the Matthew 18 model in helping to negotiate conflict resolution, since there is no other process for conflict resolution given in Scripture:

- “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17 ESV

● BEHAVIOR TOWARDS OTHERS

On relationships inside and outside of the church, whether married or single, he/she must exemplify the specific directives given in Scripture:

- Do not rebuke an older man but encourage him as you would a father, younger men as brothers, ² older women as mothers, younger women as sisters, in all purity. 1Tim. 5:1-2 ESV

With these Scriptures in mind this individual is encouraged to carefully consider his/her conduct toward others directly, indirectly and through social media. He/she should develop a personal code of behavior that incorporates these Biblical directives and serves to exemplify how a Godly person conducts themselves in the 21st century.

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part and full-time employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to dialogue with others as well as use their hands to touch and perform various functions. The employee is occasionally required to stand, walk, sit, reach with hands and arms, balance, stoop, and/or kneel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Summit View Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.