

CHURCH AT VIERA

Job Description Form



Job Title	CAV Kids Elementary Coordinator
Reports To	Elementary Director
	Rev Date Approved:

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The CAV Kids Elementary Coordinator will create, prepare, and execute all content needed for Kindergarten through 5th grade weekend services and special events as well as build volunteer relationships.

JOB RESPONSIBILITIES

- Provide oversight of elementary small groups for weekend services.
- Help coordinate weekend small and large group curriculums utilizing the assistance of trained Crew members (volunteers). This includes content development, deployment of curriculum, and distribution of resources.
- Partner with Family Ministry to ensure Children's Ministry standards are maintained and identify progress in achieving the vision.
- Assist with CAV Kids special events outside of the weekend services.
- Recruit and provide training and direction for weekend preparation volunteers throughout the week.
- Maintain communication, cooperation and coordination with all staff and crew members.
- Assist in the oversight of CAV Kids Guest Services Team
- Other duties as assigned.

EDUCATION

Will preferably have a Bachelor's degree in a related area of study from an accredited university and/or equivalent church ministry experience.

EXPERIENCE

Experience in a large church setting with a minimum weekend attendance of 500 is ideal. Additional experience in a small group based and production ministry is preferred.

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SKILLS

- Must be a Christian and fully support the philosophy of Church at Viera and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to the families, volunteers and students with which he/she interacts.
- Strong interpersonal skills with the ability to relate to today's family culture. This includes the ability to present information and respond to challenging questions from families inside and outside of church.
- Able to work efficiently and effectively in team situations is critical, as well as the ability to work independently and accomplish tasks with minimal direction.
- Possess solid time management skills and organizational abilities, the ability to coordinate several activities at once and quickly analyze and resolve specific problems.
- Must be creative, high energy, hardworking, and possess the ability to motivate others.
- Able to effectively present information and respond to questions from families inside and outside of the church.
- Ability to protect the reputation and integrity of CAV and its participants through strict confidentiality.
- Basic computer skills in utilizing a network and use of Microsoft applications, Google, and various web-based apps.