



JOB DESCRIPTION

*“Whatever you do, work at it with all your heart, as working for the Lord, not for man.”
Colossians 3:23*

Job Title: NextGen Initiative Elementary Team Leader (K-6th)
Status: Part-time, Non-exempt
Department: NextGen Initiative
Reports To: NextGen Strategic Leader
Date Reviewed: August 2022

General Summary

The K-6th Grade Coordinator collaborates and operates as a critical part of Trinity Church’s NextGen ministry team to implement the Mission, Vision and Values of Trinity Church’s overall goal to Glorify God and Make Disciples by Awakening People to Full Life with Christ. This position engages students by promoting life-shaping relationships and connections with teens and adults, as well as facilitating life-changing experiences through the vehicle of excellent and innovative weekend programming. Oversees preparation and implementation of both small group and large group curriculum and placement of volunteers for Kindergarten–6th grade for weekend gatherings. Organizes and assists with oversight of projects and volunteers who assist with curriculum preparation. Works closely with the NextGen Team to implement ministry goals in a consistent and coordinated manner.

Specific Duties

Large group:

Implements teaching schedule set by ministry director and maintains a volunteer teaching schedule for K-6th grade large group teachers ensuring age-appropriate Biblical learning opportunities for children in kindergarten through fourth grade.

Builds a large group tech support team by identifying and recruiting volunteers to provide “behind the scenes” work for all weekend large groups, K-6th. Schedules, trains, and resources the tech support volunteers.

Responsible for the organization, stocking and appearance of large group rooms and large group stages, creating an inviting learning atmosphere for children.

Observes and evaluates tech support team to better train, coach and support them.

Observes, evaluates, and coaches large group teachers. Establishes and maintains relationships with volunteers and leaders who assist with large group presentations or performs other tasks as requested to ensure knowledge of learning goals and specific implementation plans.

Small Group:



Places appropriate volunteers within ministry programs to ensure necessary staffing levels. Schedules these volunteers and monitors staffing levels and adjusts as necessary to ensure adequate coverage. Maintains up-to-date roster of names and contact information for current volunteers to identify recruitment needs. Tracks all volunteers currently on the schedule as well as those who have gone off schedule through CCB/Trinity's database.

Prepares all room and lesson materials for and assists with volunteer activities and regularly scheduled or special workdays to ensure that proper learning tools are available in classroom settings.

Responsible for the organization, stocking and appearance of grade-level ministry rooms, creating an inviting learning atmosphere for children.

Provides initial and ongoing training to room leaders and assistants, and large group presenters either through one-on-one sessions or on-the job, to ensure familiarity with curriculum and to provide effective teaching examples.

Shepherds K-6th grade volunteers or connects volunteers in need with appropriate resource(s), and regularly encourages volunteers through email, text, phone call, card, or letter.

Ensures that learning is accomplished through multiple sources in small and large group settings (activities, discussions, games, etc.) and that appropriate materials and teaching tools are available in all rooms and teaching environments to facilitate learning.

Collaborates with NextGen Team to ensure that coordinated ministry efforts and appropriate implementation of curriculum goals is evident throughout all grade levels.

Participates in regular meetings with supervisor to evaluate ministry progress and establish future goals.

Oversees Sunday morning programming on a rotating basis to ensure adequate communication and adherence to developed policies, procedures, and protocol. Keeps current with updated policy and communicates policy updates to elementary volunteers. May be required to take attendance count, determine appropriate child to staff ratios and adjustments as necessary to provide leadership and direction relative to meeting staffing and care needs.

Performs other duties as may be assigned or required.

Job Specifications

Education: Associate degree or equivalent combination of education and experience is required; additional college-level courses, vocational training and/or practical experience with elementary teaching programs are desirable.

Experience: One to three years of working or volunteer experience in an elementary setting coordinating curriculum and/or teaching staff activities is desirable.



Work Skill Requirements: Well-developed communication and interpersonal skills are required to articulate curriculum goals to teachers, parents and other non-paid ministry partners as well as to establish and maintain relationships with the same. Ability to identify and encourage non-paid ministry partners for ministry work is desirable. Familiarity with development and implementation of curriculum for small groups of elementary students is required. Administrative and organizational skills are essential; ability to effectively supervise, coach, teach and encourage others is required.

Mental and/or physical Requirements: Must be able to function effectively in an environment with noise and interruptions. Must be able to lift 20 pounds.

Personal Transformation: Spends time being with Jesus before doing things for Jesus. Trinity Church employees recognize that they cannot give to others what they do not possess for themselves. The best that we can give to Trinity Church is our transforming selves.

Disciple-Making: Affirms and practices Jesus' last command as our priority to make disciples. Each Trinity Church employee acknowledges the value to create environments where people can follow Jesus, be transformed by Jesus, and become committed to the mission of Jesus.

Spiritual Requirements: Must be able to articulate and demonstrate their Faith in Jesus Christ as central to their life and experience and must possess outstanding moral and spiritual character commensurate with a person in full-time vocational ministry.

Approved: _____
Lead Organizational Pastor Date