

ELEMENTARY SUPERVISOR – JOB DESCRIPTION

Classification: Part Time (25 hours) - Non-Exempt

Reports To: Next Generations Pastor

JOB DESCRIPTION

The Elementary Supervisor reports to the Next Generations Pastor and is accountable for planning and executing weekend services for children first through fifth grade through shepherding ministry participants and families, team development, event planning and providing strategic growth opportunities for the ministry. Responsible for the direct report of paid teachers and volunteers. Focuses on implementation, management and the details of being an effective ministry. Responsible for the planning and execution of major Children's Ministry Events to include Kids' Camp, Chosen Kids (Elementary programming) and Christmas activities. Will lead under the direction of the Next Generations Pastor in the implementation of the vision and mission of the church in context of the ministry. Must be a servant leader who focuses on implementation, management and the details of being an effective ministry.

RESPONSIBILITIES AND DUTIES

Elevate Ministry

- Recruit, schedule, develop and oversee a strategic team of paid staff and volunteers that will work together to achieve the ministry goals and execute successful weekend services
- Plans and executes the necessary training needed for all Elevate volunteers and paid workers through proper teaching techniques, liability issues, and other required safety and security policies and procedures
- Ensure that all guidelines set forth in Employee Handbook and ministry SOPs are followed
- Provide effective connection to families of the ministry and new visiting families that have elementary aged children
- Create a healthy environment for children to grow in their faith and to partner with families to engage their children meaningfully
- Provide interactive lessons based on God's Word with the goal of introducing children to Jesus Christ and Biblical concepts using integrated worship, crafts, activities, etc. These lessons should provide a foundation to the children's ministry overall goal of equipping children to develop a personal relationship with Jesus Christ and being disciple in the Word.
- Set specific, measurable goals to ensure that the vision and purpose of the ministry are being achieved (collaborating with the Next Generations Pastor)
- Track and report measures of ministry growth and development
- Manage resources and supplies for curriculum, classroom necessities and informational materials for families and guests
- Prepares weekly curriculum supplies and ensures that teachers have all necessary materials to execute weekend services excellently
- Organizes and maintains the early childhood children's ministry resource room and storage areas
- Tracks ministry resources and procures necessary supplies

- Attends all ministry meetings and trainings

Ministry Events

- Plan and execute all aspects Children’s Ministry events including but not limited to Kids’ Camp, Chosen Kids (Elementary programming) and Christmas activities
- Collaborate with other Next Generation Team staff to support summer VBS
- Track, analyze and report measures of event success

Administration

- Work with other departments of Summit using clear communication and a position of unity
- Complete necessary supervisory functions such as hiring, evaluations and payroll approval
- Utilize church management software to maintain data integrity and carry out ministry tasks
- Answer questions and concerns that may arise with professionalism and knowledge of Summit’s corporate culture

COMPETENCIES

- Analytical Skills Required: must look at a lot of different information and prioritize task based on time constraints and order of importance while following a schedule
- Communication Skills Required: must be able to clearly explain in layman’s terms both verbal, in writing and via email
- Time Management Skills Required: Prioritizing task when working independently but always adhering to the schedule set by oversight
- Must have the aptitude to learn Church Management Software
- Must be able to work independently with little or no supervision as some shifts are covered without additional team members present
- The ability to lead, uplift, and motivate the team and other staff is desired
- Organizational skills and excellent customer service

POSITION TYPE/EXPECTED WORK HOURS OF WORK

Workdays are Sunday thru Thursday. Days and hours of work are generally Monday thru Thursday 9:00 am – 2:00 pm & Sunday 8:00 am - 1:00 pm. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

This position will supervise and set schedules for Elevate paid staff and volunteers. This position will be responsible for hiring/firing, performance evaluations and payroll approval.

WORK ENVIRONMENT

- This job operates in a professional office environment and in a classroom environment
- Subject to both inside and outside environmental conditions

- Subject to excessive noise, there may be noise to cause the worker to raise their voice in order to be heard above ambient noise level

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to ascend and descend staircases
- Ability to lift up to 50 pounds, including the lifting of children
- Regularly position self to bend, stoop, kneel, squat or crouch
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in stationary (sitting/standing) position for extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen/Reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations of event structure and layout

TRAVEL

Some travel may be required, specifically for events such as Kids' Camp.

REQUIRED EDUCATION AND EXPERIENCE

High school diploma or GED diploma

PREFERRED EDUCATION AND EXPERIENCE

- 2+ years administrative experience
- Basic knowledge of Outlook, MS Office, and Publisher
- Experience supervising other staff or volunteers
- Experience working with curriculum
- Experience working for or with non-profit organizations or ministry

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must be eligible to work in the U.S.
- Member of Summit Church