



## Job Description

**Job Title:** ONE\* Kids Elementary Coordinator

**Direct Report:** Krista Hollister

**Start Date:** December 15, 2025

**Purpose:** To coordinate and innovate for the Elementary environment; 1st through 5th grade, by creating and implementing clear structures conducive to teaching children Godly principles in a fun, safe and age appropriate way.

### Responsibilities:

- **Scheduling** – Creates schedules or oversees leaders who create the schedules for the Elementary environment by communicating with the appropriate teams via Planning Center Services on a weekly basis. Is responsible for ensuring that the environment is staffed according to proper ratio guidelines on Sunday mornings.
- **Training** – Responsible for training each team member and team lead on the current systems for running the Elementary environment. Careful attention will be given to the preparation, safety and cleanliness of the room as well as positive parent interactions. This includes the weekly observation of the environment each Sunday
- **Curriculum Preparation** – Thoroughly prepares curriculum packets for the environment on a weekly basis utilizing the Orange curriculum
- **Environment Set Up** – Thoroughly prepares the environment or oversees a volunteer team that prepares the environment, on a weekly basis to ensure that all supplies and curriculum content are set and ready for a successful Sunday morning. This also includes the tear down/sanitizing and inspection of the environment after Sunday services have ended.
- **Team Building**– Builds relationships with kids, families and team members
- **Recruiting** – Consistently gets others involved in the environment
- **Apprenticing** – Keeps the mission moving forward by developing others and reproducing leaders

**Qualifications:**

- Has a personal and growing relationship with Jesus Christ
- Embrace ONE\*'s [Beliefs](#) and Mission: To Help People Find and Follow Jesus Christ through services that move people, groups that change people, and outreaches that help people
- Lives a lifestyle that adheres to the [ONE\\* Team Best Practices](#)
- Has at least 2 years Elementary (1st - 5th Grade) Children's ministry experience
- Strong people skills
- Passionate about helping kids & families find and follow Jesus Christ

**Additional Skills/Requirements:**

Must be an organized, driven, detail oriented individual who also has the leadership and people skills to build the ONE\* Kids Elementary Department, train and recruit teams.

**Part time:** 15-20 hours/week (includes 4-5 hours on a Sunday morning)