

Elementary Coordinator Job Description

Title: Elementary Coordinator

Reports To: Director of Family Ministry

Employment Status: Part-Time (20 Hours) Salaried

Work Arrangement: Hybrid/In-Office as required

Position Summary

Ascend Kids Ministry plays an important role in the Discipleship Pathway at Ascend for three groups: kids, volunteers, and parents. The Elementary Coordinator provides leadership, oversight, and discipleship strategy for 1st Grade through 5th Grade (Basecamp) ministries. This position develops volunteers, creates engaging gospel-centered environments, and partners with parents to disciple children as they prepare for transition into Student Ministry. This position will work with other Ascend Kids and Family Ministry leaders to ensure that the strategies and activities contribute to carrying out the mission to fulfill the vision of Ascend Church.

Qualifications

GOSPEL TRANSFORMATION:

- The candidate must have a clear testimony of faith in Jesus Christ, evidenced by healthy and growing patterns of gospel transformation.

CHARACTER:

- Demonstrates Christ-like patterns of character that are outlined in 2 Pet. 1:5-8
- Possesses a willing, teachable spirit
- Character references required

SKILLS AND EXPERIENCE:

- Parenting or Classroom Experience Preferred but Not Required
- Strong organization and administration skills

PERSONALITY:

- Passion for continued growth and developing teams within the classroom setting
- Must have a team driven passion
- Must be competent in leading others to new places, a trailblazer

THEOLOGY:

- Must believe the doctrinal “essentials” as outlined by Ascend Church
- Must be a member of Ascend Church or willing to walk through the membership pathway.

Primary Responsibilities

Ministry Leadership

- Oversee all Elementary ministry environments.
- Ensure curriculum is implemented effectively.
- Develop age-appropriate discipleship strategies.
- Evaluate classroom effectiveness and student engagement.

Volunteer Leadership

- Recruit, train, and coach volunteers.
- Develop classroom leaders and volunteer coaches.
- Establish leadership pathways for volunteer growth.
- Provide regular training and encouragement.

Discipleship and Teaching

- Support teachers and small group leaders.
- Develop strategies for classroom management and spiritual formation.
- Help children connect biblical truth to everyday life.
- Create effective transition pathways into Student Ministry.

Parent Partnership

- Communicate regularly with parents.
- Provide resources that equip parents for discipleship at home.
- Support families through key milestones and transitions.

Sunday Ministry Leadership

- Ensure all classrooms and volunteers are prepared.
- Support classroom leaders and troubleshoot ministry needs.
- Monitor ministry effectiveness and classroom culture.
- Coordinate full execution of Ascend Kids with Early Childhood Coordinator.

Environment and Aesthetic Oversight

- Oversee environmental and aesthetic improvements for Ascend Kids (1st through 5th) classrooms and ministry areas.
 - This could include anything from classroom needs, games, attractions for children, building improvements, signage, etc.

Events and Family Ministry Support

- Assist with Family Ministry events including:
 - Bible Dedications
 - Promotion Sunday
 - As well as church-wide events

Additional Information

Background check required. Attend required staff meetings and ministry events. Additional responsibilities may be assigned by the Director of Family Ministry.