

## PEAK 2<sup>nd</sup> & 3<sup>rd</sup> Grade Coordinator

### Job Description:

The PEAK 2<sup>nd</sup> & 3<sup>rd</sup> Grade coordinator is responsible for the care of the PEAK 2<sup>nd</sup> & 3<sup>rd</sup> grade classroom. This person is responsible for finding and leading a team of volunteers and is responsible for teaching the class if no volunteer is available. The Coordinator is responsible for curriculum and classroom management. This person should reflect a strong love of Jesus to our FIC kids and families. This person is able to follow all PEAK children's ministry policies and procedures when working in close proximity to children.

### Personal Responsibilities:

- Demonstrates a deep relationship with and love for Jesus Christ in everyday interactions with others.
- Committed to spiritual growth by spending regular time with the Lord.
- Develops personal evangelism opportunities within and outside the church.
- Models and teaches others to encounter God in worship.
- Willingness to selflessly serve and love people both within Family in Christ Community Church and out in the community of Westminster, CO and beyond.
- Sets appropriate boundaries to protect character and integrity.
- Resolves conflict utilizing Biblical principles.

### Position Responsibilities:

#### Sunday Morning activities covered by the PEAK 2<sup>nd</sup> & 3<sup>rd</sup> Coordinator:

- Responsible for maintaining PEAK Curriculum (Bible Studies for Life, Life Way).
  - Has an understanding of how to use Life way's My Curriculum Manages (will be taught).
  - Knows lesson and materials necessary to lead a volunteer each Sunday.
    - Communicates with volunteer the main story message and bible verse effectively.
    - Gathers appropriate supplies.
  - Prints appropriate materials for classroom and classroom volunteer.
  - Assists classroom volunteer so that they feel comfortable with the curriculum and classroom management.
- Responsible for obtaining 2<sup>nd</sup> & 3<sup>rd</sup> grade volunteers and records them on Sign Up Genius.
  - Knows their classroom calendar.
    - When there is a vacancy in volunteers, coordinator is responsible for teaching. **Coordinator will not be allowed to teach each Sunday as this takes away from their own spiritual growth.**
    - Ensure that their volunteer or themselves are ready to go and stationed at their classroom door at 9:45am to greet children.
    - If the coordinator is not teaching, they will be present to help at check in or in WOW.

- Rotate once a month into the Tuesday Night Programs classroom when life groups meet. (Not during the summer).
- Help with one-time PEAK programming:
  - VBS
  - Bethlehem Village
  - Easter
  - Upcoming family programming
- Able to attend once a month staff meeting.

**Experience:**

- **A knowledge of PEAK Children's Ministry classrooms.**
- **PEAK Classroom experience.**
- **Work with families and children preferred.**
- **Experienced with Apple products, Microsoft Word & Excel.**
- **Comfortable with computers.**

**Hours Required and Pay Rate:**

5 Hours per week paid at \$13 per hour.

**Time off:**

Time off can be taken at any time as long as a volunteer is scheduled covering the position and Kelly Vath has been informed at least two weeks prior. Emergencies and sick leave are also granted.

**To apply, please submit the following via e-mail to [kelly@familyinchrist.com](mailto:kelly@familyinchrist.com)**

- **Cover letter**
- **Resume**
- **List of three references, with at least two references able to speak to applicant's spiritual maturity and faith.**

***For full consideration, please submit all items noted above by October 6, 2019.***