

PEAK Kindergarten & First Grade Coordinator

Job Description:

The PEAK Kindergarten & First Grade coordinator is responsible for the care of the PEAK Kindergarten & First 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 Kindergarten & 1st Grade 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 Kindergarten & 1st 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

- **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.