



Hillcrest Kids Elementary Coordinator

HILLCREST COVENANT CHURCH
Prairie Village, KS

This is a 17-hour per week position

Hillcrest Covenant Church is a fifty-year-old church family situated physically in a neighborhood of Prairie Village. We are a caring community that loves God and loves people. We are passionate about living lives devoted to God and one another with the purpose of reconciling all things to God. As we seek to honor God in our worship and teaching, we expect growth within our Elementary environment. We seek to provide a healthy environment for families to become more fully devoted followers of Christ.

We are looking for an Elementary Coordinator to join our exceptional Children's Ministry Team (Hillcrest Kids) to provide direct supervision for Hillcrest Kids 1st through 5th grade.

Responsibilities Include

- Understand the current cultural demographic of the families we serve and incorporate best practices to help shape ministry to kids and their families
- Personally attain and maintain strong relationships with parents and members of HCC family, and cultivate an environment of warm, welcoming, hospitable relationships in the ministry
- Cultivate a culture of ownership and community among volunteer leaders
- Understand the [Orange](#) philosophy and structure the elementary ministry in a way to promote the Orange model in both small groups, large groups and parent connections
- Recruit, train and develop volunteer leadership for elementary ministry, maintaining fully staffed classrooms with the majority leadership serving every week
- Ensure the safety and security of children in our care through the active engagement, verification and training of volunteer leaders
- Oversee all elementary curriculum implementation physically, visually, relationally, and spiritually
- Develop a Large Group team to effectively tell the story and model worship that is inspiring and practical to elementary students
- Education and promotion of child sponsorship within the 1st-5th ministry
- Schedule leaders and maintain staffing through Planning Center Online
- Demonstrate effective leadership in the management while maintaining a healthy balance between people and task completion with a strong aptitude for delegation
- Oversee Elementary ministry within Hillcrest Kids on Sunday mornings
- Consult with Hillcrest Kids Pastor regarding Elementary Ministry budgetary needs

- Demonstrate forward thinking towards next steps for the Elementary Ministry, further developing curriculum, large group environment, and parent resourcing.
- Encourage and support the Hillcrest Kids substitution process
- Upon completion of training, additional responsibilities will be added within the broader scope of HCKids

REQUIREMENTS

- Experience recruiting, training, leading and mentoring both direct reports and volunteers, ideally in children's ministry
- Proven history of building a strong healthy structure for committed successful volunteer teams
- Character-based relational and organizational leadership
- Strong organization skills
- Aptitude for multi-tasking and delegation
- Computer/Technical Skills: Proficient with MS Office Suite; ability to quickly learn new software is a must
- Christ-honoring Character – Demonstrate character traits such as humility, gratitude, integrity, honesty, wholeness, and courage. Display overall wisdom and maturity in life; have a stable and healthy personal life

TO APPLY

If this opportunity is of interest and you meet the stated requirements, please forward the following:

- Current resume detailing your experience relevant to this role
- Cover letter with summary of experience and response to the following questions:
 - What motivated you to consider this role?
 - What is your interest in leaving your current position and/or why are you seeking a new opportunity?
 - What specific gifts and strengths would you bring to HCC?
- 3-5 professional references (people you have reported to and/or worked closely with)

For consideration, please email the above documents to nguthrie@hillcrestcov.org. Please include "HCC Elementary Coordinator" in the subject line. Your information will be reviewed, and if your experience matches our needs you will be contacted to discuss next steps.