

**Title:** Elementary Director – Part-time

**Objective:** The Elementary Director will oversee all aspects of the GCKids Elementary Department. Participate in God’s great mission by connecting church and home through biblical teaching environments.

**Reports to:** Kids Pastor

**Duties and Responsibilities:**

- Oversee Elementary Department
  - Manage weekend environment/structure to align with overall ministry vision.
  - Recruit leaders for all Elementary programming.
  - Create and manage leader schedules for all programming
  - Supply and organize Elementary classrooms to ensure safety
  - Equip leaders for success utilizing curriculum tools
  - Support the curriculum needs of the ministry
- Supervise the Elementary Associate
  - Oversee and direct duties for this position.
  - Clearly communicate responsibilities and expectations.
  - Manage time and productivity.
- Implement GCKids Ministry’s safety and security policies and procedures.
- Connect and develop relationships with leaders, children, and families through open communication.
- Oversee Elementary Department for Vacation Bible School.
- Attend GCKids Team meetings (Grace Chapel Staff Chapels are optional).
- Participate in events/programs outside of normal programming as needed.
- Document and maintain the processes required to perform the job.

**Stewardship of Mission:** Understand and support the vision and mission of the church. Pursue personal growth through enrichment opportunities. Establish and maintain good team relationships. Effectively utilize the Lord’s resources for maximum ministry impact while minimizing expenses. Create an environment of loving Christian care.

**Minimum Qualifications:** Experience in management and supervisory positions. Proven teaching experience. Ability to engage and lead adult and student volunteers. Ability to engage and lead elementary-age kids and their families.

**Please note:** *This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.*