



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

**Position Scope:** Part-time; 15 hours per week including special events as needed; Monday-Friday hours with occasional Sunday responsibilities

**Position Status:** Non-Exempt

**Salary Range:** \$16.50 - \$18.00 per hour

**Reports to:** Pastor of 2<sup>nd</sup> & 3<sup>rd</sup> Grade

**Department:** Eastview Kids

### Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

### Eastview Kids Ministry Vision

We partner with families to reach and raise the next generation to know, love and follow Jesus everyday.

### Ministry Responsibilities

The 2<sup>nd</sup> & 3<sup>rd</sup> Grade Ministry Coordinate provides support for the 2<sup>nd</sup>-3<sup>rd</sup> grade Eastview Kids ministry by administrating, coordinating, and organizing various aspects of our Sunday programming, teams and special events.

Essential Duties	
<u>Description</u>	<u>% of Time</u>
<u>Ministry Responsibilities</u> <ul style="list-style-type: none"> <li>• Execute Sunday and other event preparation within Asana projects</li> <li>• Organize and manage resources within the 2<sup>nd</sup>-3<sup>rd</sup> grade spaces</li> </ul>	55
<u>Leadership Development</u> <ul style="list-style-type: none"> <li>• Work with the Pastor of 2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade ministry to develop a healthy volunteer staff by recruiting, onboarding, appreciating and assessing needs</li> <li>• Participate in designated staff rhythms and meetings</li> </ul>	35
<u>Vision and Strategic Development</u> <ul style="list-style-type: none"> <li>• Work with the Pastor of 2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade ministry to organize and execute the strategic plan and projects</li> </ul>	10
<u>Miscellaneous</u> <ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>	

### Required Core Competencies

- *Functional/Technical Skills* – knowledge and skills to do job at high level of accomplishment
- *Time Management* – values time, uses effectively, concentrates efforts on important priorities
- *Action Oriented* – enjoys working hard, full of energy for challenges, seizes opportunities
- *Conflict Management* – steps up to conflicts, reads situations quickly, good at focused listening
- *Emotional Intelligence* – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport
- *Motivating Others* – creates climate in which people want to do their best, gets the best out of people

### Required Qualifications

#### Experience

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Ability to and comfortable with planning and organizing
- Excellent interpersonal, verbal, and written communication skills
- Exceptional organizational and time management skills

### Physical Demands

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

**F (Frequently)** occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

**C (Constantly)** occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Work Environment

100% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.