

BLACK ROCK CHURCH
JOB DESCRIPTION

JOB TITLE: Uptown (Kindergarten - 2nd Grade Sunday Morning) Coordinator

JOB DESCRIPTION DATE: January 2020

JOB REPORTS TO: Director of Kid's Ministry

JOB CLASSIFICATION: Full-Time ____ Part-Time __x__ (15 hrs per week) Volunteer ____ Temporary ____

THE JOB:

When kids know that God loves them, God is with them, God is for them and Jesus died to save them, it lays a foundation for their entire life. This person ensures that Uptown kids are shown Christ-like love from the Uptown volunteer and learn that love through engaging, age-appropriate curriculum. This person is responsible for all aspects of Uptown ministry during the three Sunday Morning Services. This includes recruiting, equipping, shepherding and scheduling volunteers.

WHO WE'RE LOOKING FOR:

- Passion for God, growing spiritually and calling to serve God through the local church.
- Love for Elementary children and developing them personally and spiritually
- Organized person who can schedule over 50 weekly volunteers.
- Relational person who can shepherd and manage over 50 weekly volunteers.
- Good interpersonal and communication skills with kids and parents.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

THE WORK YOU'LL DO:

- Oversee Sunday Morning Uptown (K-2nd grade) program ensuring a safe, high quality and spiritually enriching program during all three morning services.
- Leads Uptown Oversight team.
- Schedule and ensure staffing of weekly volunteer teams in planning center.
- Communicate weekly with parents sharing what happened on Sunday and how parents can help their children grow spiritually.
- Oversee the supply and distribution of curriculum in coordination with the Kid's resource manager.
- Recruit and train Uptown volunteers.
- Equip and shepherd Uptown volunteer leaders.
- Be present to meet and answer parents' questions and concerns.
- Oversee Uptown rooms ensuring they are safe, clean and effective for ministry.
- Provide information to update attendance rosters to Kid's Ministry Assistant.
- Attend bi-weekly Kid's Department staff meeting and individual meetings with the Director of Kid's Ministry.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.