



**THE
BRIDGE
CHURCH**

COLUMBIA

ELEMENTARY COORDINATOR

The Bridge Church is a fast growing church in Spring Hill that has grown from 200 to 3500+ since 2011. In our community, 0-10 is the most populous age range; this dynamic, coupled with our vision to reach as many possible people with the message of the Gospel, has created a growing need for an Elementary Coordinator to pour into leaders and equip them to bring the Gospel to children.

ROLE SUMMARY

Bridge Kids is one of the largest mission fields at The Bridge Church, with over 500 children coming through our ministry every weekend and hundreds of volunteers dedicating their time to the mission. The Bridge Kids Elementary Coordinator will be responsible for relational development with the leaders in our Elementary environment, as well as equipping volunteers in their roles, assimilating new volunteers, and identifying/developing future leaders in our ministry. This role requires a passion for the mission of Kids Ministry, but more importantly, the person in this role must be passionate to see people step into their callings through serving and develop them to be leaders in ministry.

QUALIFICATIONS

- Fulfill the membership requirements of The Bridge
- Strong and growing personal commitment to Jesus Christ
- Ability to see and articulate the leadership behaviors of The Bridge while embodying them to protect our culture
- Ability to thrive in a fast-paced work environment
- Ability to work well with others and promote a strong team atmosphere
- High organizational drive and a natural bias towards execution

SPECIFIC DUTIES & RESPONSIBILITIES

- Work closely with the Campus Pastor to recruit, train, onboard and follow up with new Elementary Volunteers
- Recruit, train, and equip coaches and volunteer staff to join Bridge Lead to help ensure volunteer teams remain healthy
- Ensure that all roles for Sunday are properly staffed by inputting new volunteers into Planning Center, sending out weekly schedules, contacting leaders for confirmation, and recruiting subs as needed
- Fully execute Sunday mornings by being present for AM services, overseeing portable set-up and teardown in Early Childhood area, empowering key volunteers, greeting and connecting with parents
- Responsible for assuring that small groups ratios are maintained
- Maintain a dynamic Large Group experience by overseeing and equipping the Large Group team
- Attend all weekly Kids Ministry staff meetings, All-Staff meetings, and other meetings as needed
- Always work to “make things better” in your area eg. finding new ways to care for and train leaders
- All other duties as assigned by your supervisor

SCHEDULE: Sunday - Thursday (available for special events, retreats, etc.) / **HOURS:** 29 hours per week / **DIRECT REPORT:** Campus Pastor / **COMPENSATION:** TBD