



**THE
BRIDGE
CHURCH**

K-3rd ELEMENTARY COORDINATOR

OVERVIEW

The Bridge Church is a fast growing church in Spring Hill that has grown from 200 to 3000+ 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 a K-3rd 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, with over 500 children coming through our ministry every weekend and hundreds of volunteers dedicating their time to the mission. The Bridge Kids K-3rd Grade Elementary Coordinator will be responsible for relational development with the leaders in our Elementary environment, as well as equipping small group leaders and 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
- 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 Bridge Kids Director to recruit, train, and onboard volunteers to our K-3rd Grade Elementary team
- 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
- Create and maintain a vibrant and healthy team culture (fun, positive, organized)
- Fully execute Sunday mornings by being present for all services, empowering key volunteers, greeting and connecting with parents
- Maintain a dynamic Large Group experience by overseeing and equipping the volunteer team
- Oversee the curriculum preparation process for K-3rd Grade including weekly handouts
- Work “up” with the Spring Hill Kids Director to develop strategy and goals for this area
- Work “down” with leaders and all team members to implement strategy and cast vision
- Work “across” departmentally to ensure your area is adequately resourced
- Attend all weekly Kids Ministry staff meetings, monthly all staff meetings, and others as needed

SCHEDULE: Sunday - Thursday (available for special events, church meetings, etc) / **HOURS:** 29 hours per week / **DIRECT REPORT:** Kids Director / **COMPENSATION:** TBD