

Job Description – BrookwoodKiDs Elementary & Curriculum Specialist PT

Standard Work Schedule (refer to policy standard office hours)

- Part – Time hourly position - 7-10 hours
- Sunday services and weekday hours required

Requirements:

- Godly Character – respectable; self-controlled; generous; honorable
- Seeking personal spiritual growth and encourage growth in others
- Experience working on a team of volunteers to include: recruitment, management, scheduling, training etc.
- People coordination, delegation and motivational skills
- Organization and follow up skills
- Strong communication and interpersonal skills

Responsibilities:

- Assists with Parent Child Dedication and completes tasks as assigned by Preschool Supervisor.
- Helps set up Pod C and Cabinets on Sunday mornings.
- Helps provide a point of contact for new volunteers who are interested in serving in Pod C and Chapel and assists in walking them through that process.
- Assists Elementary Supervisor with communicating with parents about any questions or concerns that may arise on Sunday mornings.
- Assists in lovingly redirecting any problematic behaviors in children on Sunday mornings that are too much/distracting for Community Group leaders to deal with. Discusses problem and solution with children's parents.
- Assists Elementary Supervisor with recruiting, training, and encouraging volunteers for Pod C and Chapel areas.
- Builds relationships with volunteers through Sunday morning huddles, meeting for coffee, texting/emailing during the week, praying with and for volunteers, checking in with volunteers about their week/lives on Sunday mornings.
- Assists Elementary Supervisor in overseeing all regular Community Group activities in Pod C and Chapel.
- Helps to ensure that Pod C and Chapel are safe and secure environments for children and volunteers on Sunday mornings. This includes making sure volunteers know what to do in case of emergency/first aid situations, monitoring doors (making sure they're closed 10 minutes after service start times and open when service is over for parents to pick up children), monitoring parent pick up to ensure volunteers collect the correct pick-up tags and collecting parent I.D. if they misplaced their pick-up tags.
- Check in with new volunteers and shadows every week.
- Coach community group leaders through lessons on Sunday mornings.
- Attend all BrookwoodKiDs events in an effort to socialize with kids, parents and volunteers, such as Volunteer Appreciation events, Baptisms, Summer Fun events, Sunday events, and Adventure Week.
- Assist Elementary Supervisor during Adventure Week through helping with prep work, decorating, setup, tribes, pickup, and crowd control.
- During the week, assist print shop and Elementary Supervisor in ensuring that all curriculum materials are cut and sorted and split into classrooms.
- Make sure that each area supervisor has what they need for curriculum for the coming weeks and months.
- Other duties as assigned/if needed (main church special events etc.).