

K – 2nd Grade Coordinator

Team: Discovery Land

Job Title: K – 2nd Grade Coordinator

Reports to: Director of Discovery Land

Status: Full-time (40 hours per week); Non-exempt; Weekend and evening hours are required.

Position Summary:

Develop and lead the K – 2nd grade (DL) programs by leading and training volunteers, implementing all DL guidelines, and assisting in all DL-related special events or programming where K – 2nd grade support is needed.

Responsibilities:

- Cast vision and execute the following ministries with excellence on a weekly basis:
 - Sunday: Three “K – 2nd grade” sessions (average attendance: 300 kids)
 - Tuesday: Awana Sparks (average attendance: 300 kids)
- Recruit, train, equip volunteers (80+ Sunday volunteers/90+ Awana volunteers)
 - Recruit: Fall and Summer
 - Train: Fall and Summer training, weekly emails
 - Equip: provide supplies and materials, as well as support and encouragement; hold leaders accountable to a clear ministry description
- Lead and build teams to implement large Special Events (Awana Games; Streets of Bethlehem, Awana Celebration)
- Have a high expectation for continuous spiritual growth for students and leaders
- Create a team environment where leaders feel valued and cared for, while challenging them to a higher level of skill to advance the Kingdom
- Manage and implement the Discovery Land curriculum and provide resources that reflect its goals
- Be responsible for clean, clutter-free, kid-friendly, and organized classrooms
- Ability to have a conversation/teach the class/be the expert of K-2nd grade
- Market K – 2nd grade events
 - Keep the ministry “trendy” to the K – 2nd grade secular community
 - Brainstorm and implement themes with teams of volunteers
 - Be creative with incentives
- Communicate effectively with ministry staff, volunteers, and families

Position requirements:

- Bachelor’s Degree in Children’s Education or a related field, or equivalent experience in church ministry is required
- A desire to make a global impact through Children's Ministry



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

- A desire to learn and understand all things Discovery Land as it relates to the ministry here at AAC.
- Ability to follow written and verbal instructions with great attention to detail.
- Proficiency in Microsoft Word, Excel, Google Docs.
- Good oral and written communication skills
- Ability to easily learn additional programs or equipment
- Positive attitude, friendly and outgoing
- Problem solving/crisis management skills
- Ability to effectively lead people and build teams
- Ability to multi-task quickly and effectively
- Excellent organization skills
- Works well within systems/structure
- Flexible and enjoys fast-paced ministry
- A committed, growing follower of Jesus Christ

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men

Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations