



## JOB DESCRIPTION

**DATE:** June 23, 2025  
**JOB TITLE:** **Elementary Coordinator**  
**LOCATION:** Cedar Falls Campus  
**REPORTS TO:** Family Pastor  
**FLSA STATUS:** Full-Time, exempt  
**WEEKENDS:** Yes

### SUMMARY

The Elementary Coordinator will be the primary developer of leaders for elementary ministry, (K-5<sup>th</sup>), at the Cedar Falls Campus. They will coordinate all programming and production activities and events involving elementary students at the Cedar Falls Campus. They will manage data, stage appropriate environments, and form intentional partnerships with parents. This person will provide leadership to the Cedar Falls elementary ministry team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Lead, recruit, develop, manage, and celebrate volunteers.
- Be present on weekends to execute weekend elementary programming and events.
- Stage appropriate ministry environments for elementary ministry.
- Keep environments up to date, attractive to parents and engaging to kids.
- Work with team to strategize ways to best minister to families with elementary kids.
- Work with the Family Pastor and Early Childhood Coordinator to plan and execute Family programming, including Family Fusion.
- Coordinate content for elementary ministry including teaching, small group materials, and leadership training.
- Manage data through the Rock database including children, parents and leaders.
- Provide tools and partnerships for parents in their role as primary discipler of their children.
- Be the primary advocate for elementary ministry at Prairie Lakes Church.
- Initiate relationships with elementary visitors and new members of the PLC body to partner with parents and assimilate children into the middle school ministry.
- Follow up with all elementary visitors with personal contact the week following their visit.
- Work with appropriate staff to regularly communicate with parents, keeping them informed of elementary teaching and events, through various methods of communication.
- Coordinate camps or trips as needed to support the mission and vision of Prairie Lakes Church.
- Meet and invest in Kidventure families beyond Sunday mornings.
- Be present in the lobby at church when possible to be available to parents.

### SUPERVISORY RESPONSIBILITIES

- Supervises the volunteers and leaders in the elementary program on weekends.
- Supervises and coordinates elementary ministry interns when appropriate.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Bachelor degree from a four-year college or university preferred.
- One or more years of related education and/or experience preferred.
- Experience with developing leaders in ministry environments preferred.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

**OTHER SKILLS AND ABILITIES**

- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Developer of leaders, able to help leaders get better and maximize their impact for the Kingdom of God.
- Ability to communicate and establish effective working relationships with other staff members and volunteers.
- Ability to effectively present information and respond to questions from parents and volunteers.
- Ability to work efficiently and effectively in team situations is critical, as is as the ability to work independently.
- Strong interpersonal skills with the ability to relate to both adults and young children.
- The ideal candidate should have a passion and heartfelt concern for children, ability to engage their interests, teaching them to trust God's character and experience God's family.
- A leader with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Proficient in technologies such as social media, blogs, texting, and willing to learn new technologies as they become useful.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_