

# SMALL GROUP CONTENT & RESOURCE COORDINATOR

## Job Description

**Ministry Department:** Content Team

**Reports To:** Content Director

**Status:** Part Time (32 hours)

**Revised:** February 2024

### Primary Purpose

To create engaging Small Group curriculum for Legacy to serve both preschool and elementary (K-3rd Grade) ministries. As such, the Coordinator will also play a vital role in the overall brainstorming and creation of kids content for Legacy.

Also, this role will establish organizational procedures to maintain and utilize the Resource Room for curriculum implementation. The Coordinator will research, purchase, and coordinate all items according to each classroom's needs.

### Position Requirements

- Experience educating and/or creating curriculum for children.
- Working knowledge of human development and teaching strategies for different ages of children.
- Strong desire and ability to love and lead volunteers.
- Basic Computer & Copier Skills.
- Organized, methodical, and efficient.
- Adaptable to changing environments and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work independently, as well as with a team.
- Coachable and receives direction well.

### Position Responsibilities

- Write and create engaging and effective small group curriculum for both preschool and elementary Legacy programs.
- Create/Plan engaging curriculum for lesson time in Early Childhood (birth-3 yrs) environments.
- Serve as part of the overall content team in terms of brainstorming, collaboration, etc. in the overall development of Legacy.
- Responsible for leading the Prep & Pray ministry including communications, Devotional assignments, providing curriculum guidance, and set up/tear down.
- Leads a group of volunteers committed to completing projects separate from or in preparation for Prep & Pray.
- Maintains curriculum binders and prepares copying instructions for volunteers.
- Prepares all curriculum instruction sheets for all environments.
- Makes in house curriculum items as needed.
- Creates pull sheets for all ages and environments as needed.
- Creates protocol to successfully obtain and produce what is necessary for all areas to implement the written curriculum provided.
- Assists with Special Projects as needed.
- Attend necessary team meetings including RKidz, All Staff, Content Team, and Prep & Pray.



### Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Practices servant leadership

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity.

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***

*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*