

FRIENDSCHURCH

Elementary Associate Part-Time

JOB PURPOSE

To serve the church by assisting and supporting the development, coordination and administration of an effective elementary weekend and midweek program to meet the needs of the elementary (Kindergarten – 3rd grade) aged children of the church and providing leadership to and supervision of volunteers involved in this ministry.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

1. Gathering/Group Life
 - a. Assist in developing, supervising, and guiding a comprehensive educational and service ministry for elementary (Kindergarten-3rd grade) aged children of the church.
 - b. Review, develop, and implement curriculum for the elementary (Kindergarten- 3rd grade) weekend programs.
 - c. Support and assist events, and programs under designated elementary areas, including mid-week and specialized programs.
 - d. Teach on a regular basis
 - e. Develop, coordinate, and supervise elementary worship & programming for (Kindergarten-3rd grade) elementary large group times on the weekends.
2. Digital and Online Media
 - a. Support and assist the elementary team in all digital content generation, ie script writing, teaching, and posting for Friends Kids online and social media accounts.
3. Volunteer Leadership
 - a. Recruit, equip, and encourage volunteers for leadership in elementary (Kindergarten-3rd grade and elementary Saturday night team) weekend ministry.
4. Shepherding/Mentoring
 - a. Identify, develop, and disciple students for leadership in an intentional manner and/or program.
 - b. Develop relationships with elementary (Kindergarten - 3rd grade and elementary Saturday night team) aged students and their families.
5. Camps & Events
 - a. Support and assist the elementary team in the execution and attendance of camps, conferences, retreats and trips under designated areas.
 - b. Implement service and mission projects for elementary weekend experience for (Kindergarten-3rd grade) aged students.

Additional Functions

- Attend staff meetings, retreats, and conferences; keep current in related field.
- Attend and participate in all staff Friends Church staff meetings, events, programs, and training.
- Ensure that facilities reflect a safe, professional, Christian environment.

- Cooperate with supervision by performing appropriate related duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate, and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

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 regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics 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.*

The noise level in the work environment is usually moderate.