



Position Available at Grace Polaris Church

POSITION TITLE

Grace Kids Elementary Coordinator

WORKING HOURS

Part-Time (Average 10 hours/week, including 4 on Sunday Mornings)

DESCRIPTION

The Grace Kids Elementary Coordinator organizes and supports Grades 1–4 small group classes on Sunday morning. This role focuses on curriculum planning, volunteer coordination, parent communication, and overall ministry organization. Collaboration and teamwork with other Grace Kids Coordinators is essential, especially on Sunday mornings.

RESPONSIBILITIES

- Assist in planning, organizing, and preparing weekly Grace Kids curriculum.
- Coordinate supplies, materials, and classroom readiness.
- Help recruit, train, and support Grace Kids volunteers.
- Regular communication via phone/ text/ email.
- Serve as a point of contact for parents regarding Grace Kids programming.
- Support a welcoming, responsive, and caring connection with families.

QUALIFICATIONS

- Member or regular attender of Grace Polaris Church
- Strong organizational skills with ability to work independently and problem solve
- Previous experience in children's ministry or education preferred