



GRADE SCHOOL COORDINATOR

Southview Church | 20200 Walden Blvd SE, Calgary, AB, T2X 0N4 | 403.256.4922

www.southviewchurch.com

Full Time: 30 Hours/week

Weekdays, occasional weeknights, and some weekends

Children's Ministry Vision:

To inspire, support, and equip families to grow as disciples of Jesus.

Purpose of Position:

To direct and coordinate ministry for Grades 1-6 at Southview Church.

Reports to:

Pastor of Children's Ministry

Provides Leadership to:

Grades 1-6 Volunteers and Parents

Key Ministry Relationships:

- Pastor of Children's Ministry
- Southview Kids Team
- Grade School Key Leaders

Core Responsibilities:

1. Weekend Ministry (45%)

- Coordinate weekend Grade School and Club 56 ministries, ensuring the mission, vision and strategy for discipleship is implemented.
- Weekend Children's Ministry supervision (2-3x per month), with occasional classroom leading when needed.
- Edit and prepare curriculum for weekly Grade School and Club 56 lessons and activities.
- Maintain classroom environments, organize toys and supplies, and ensure items are clean and in good condition.

2. Volunteer Care and Oversight (25%)

- Recruit and train volunteers for Grade School ministry and Club 56.
- Work with Children's Ministry Pastor on volunteer development & care events.
- Support, celebrate, and connect with volunteer team.
- Assist Children's Ministry Pastor with Safe Ministry screening.

3. Discipling Families (25%)

- Support and coordinate Kids' Worship ministry with volunteer team.
- Organize and implement parent equipping with Children's Ministry Team.
- Plan and implement Club 56 events with volunteer team.
- Help organize, plan, and execute Southview day camps in the summer.
- Prepare Grade School activities for Family Worship Weekends



- Organize and implement family events with direction from the Children's Ministry Pastor.
4. **Staff Team (5%)**
- Participate in weekly Children's Ministry team meetings and planning days.
 - Participate in monthly one-on-one meetings with the Children's Ministry Pastor.
 - Participate in regular all-staff meetings and events.

Qualifications

- Models a life that is rooted in the ways of Jesus and is guided by the Spirit.
- Experience and passion for ministering to elementary-aged children.
- Servant leader, with a commitment to recruiting and empowering lay leaders of all ages.
- Strong written and oral communication skills
- Team player, with a desire to grow personally and professionally.
- General knowledge of kids' development and learning styles.
- Proficient computer skills using full MS Office Suite.
- Post-secondary training within in an education or ministry-related field is an asset.
- Previous vocational experience within a ministry context is an asset.

Application Process:

Submit a cover letter and resume by email to:

Michele Black, Executive Assistant to Senior Ministry Leader, Southview Church.

Email: michele@southviewchurch.com

This posting will remain open until a suitable candidate is found. We thank all applicants for their interest in Southview Church; however, only those candidates who are selected will be contacted.