

Grades 1-4 Connection Coordinator

Standard Hours

Refer to standard policy for office hours

- Part–Time hourly position (15-20 hours); includes Sunday mornings
- Additional hours may be required periodically

Background, Skills and Experience

- A lifestyle that reflects spiritual maturity, consistent growth, and faithful prayer life.
- Excellent communication skills and computer literacy.
- Management/and or recruitment background beneficial.
- Self starter with excellent organizational and motivational skills.
- Proofreading skills preferred.

Job Responsibilities

- Participation and support of BrookwoodKiDs Leadership Team.
- Support the mission and vision of Brookwood Church and BrookwoodKiDs with Godly attitude
- Weekly meetings with leadership to plan, implement and evaluate the ministry.
- Act as liaison between BrookwoodKiDs and your volunteers to ensure effective communication.
- Participate in events sponsored by BrookwoodKiDs
- Basecamp
- Arena Database management for Pod C

Coordinator Role

- Recruit and manage a group of Coaches to create a loving community of small group leaders in Pod C.
- Create and distribute monthly schedules in Planning Center for small group leaders.
- Administer and track volunteer paperwork.
- Ensure proper training for volunteers within Pod C
- Follow-up with volunteers that fail to arrive for scheduled service.
- Establish a cleaning process for Sunday mornings and train volunteers on these procedures.
- Make weekly contact with volunteers scheduled for the upcoming Sunday.
- Weekly emails
- Maintain Volunteer Schedules
- Weekly prep of classrooms
- Visit sick children from Pod C
- Order all supplies needed for Pod C
- Work with Curriculum Specialist when each new curriculum book comes out to verify all small group materials are on hand.
- Recruit new volunteers
- Follow up with the people recruited and place them
- Recruit enough volunteers so there are at least 2 adult volunteers in each classroom

- Read curriculum book each Monday and know the upcoming lesson
- Verify on Monday that all small group materials are on hand for the upcoming week
- Pray over your area and find prayer partners to do the same
- Sunday morning responsibilities:
 - Arrive at 7:30 on Sunday morning.
 - Ensure that Pod C classrooms are open, clean and properly equipped.
 - Assist with getting kids to large group on time. Work with production to find out who is not there and get them to the large group room
 - Help small group leaders with any curriculum needs
 - Conduct a huddle between services with all volunteers (establish huddle and ask each volunteer to attend)
 - Before, between, and after services, talk and build relationships with families. Become a shepherd to those families.
 - Pray with families
 - Pray with volunteers
- Create a community of volunteers in Pod C
- Be involved in volunteers' lives (birthdays, surgeries, call/email during the week)
- Ask how you can pray for each volunteer and follow up to see how they are
- Train coaches to do what you do and pour into them
- Adventure Week – Small Group Placement and Management
- Other duties as assigned by supervisor