Elementary Lead
FLSA: Exempt | Full-Time
Accountable to: Kids Pastor
Accountable to this position: Early Childhood Staff
Position Scope: Avon Campus   **Job Band:** Green Band
Purpose of Role: This person will be responsible for the success of the elementary ministry at Avon Campus, overseeing the early childhood staff, and implementing the vision for Kingsway Kids as cast by the Central Kids Team.

Duties and Responsibilities:

- **Model:** Abide in Christ as you model His character and live a life aligned with God's Word while ministering as a servant-leader by using value based decision making and best business practices to increase integrity, credibility and impact in assigned area | Has a vision to reach the world by using their position as a platform to express their love to God and others.
- **Lead, Serve, & Manage:** Kingsway expects a servant heart leader in this position who will collaborate with the central team to implement the vision for Kingsway Kids at the Avon Campus | Embraces the Kingsway culture and model of Kingsway Kids | Leads by raising up volunteers and empowers them to serve | Teaches and leads in large and small groups as needed | Collaborates and creates campus specific and church-wide Kids events | Prays regularly for Kingsway Kids leadership, volunteers and kids | Assists in stewarding tools, resources, systems, and processes for the betterment of the ministry.
- **Reproduce & Relate:** Multiplying themselves to get work done through people | Work with the Avon Kids staff to better fulfill each role and responsibility and multiply your impact in others by making disciples that make disciples | Be a people builder, connect people to God and others, encourage and empower those at Avon | Build exceptional people to get exceptional results.
- **Administrate:** Provide input to the Kid's Pastor to assist in the growth strategy of Kingsway Kids | Work with the Kid's Pastor to develop an annual campus budget | Govern and implement Kids policies within the campus | Invest in volunteers and train them to perform these tasks as well | Handle confidential information appropriately.

Requirements:

- **Education/Experience:** Bachelor's degree desired in a related field from a four-year college or university or 2-4 years with equivalent combination of education and experience | Must be able to perform job details satisfactorily within six months of employment.
- **Required Qualities and Characteristics**: Exhibits a strong walk with God | Demonstrates a passion for kids and their families | Highly relational | Team-oriented | Self-starter who is highly motivated with a strong work ethic.
- **Skills and experience desired**: Teaching experience | Strength in recruiting, leading and developing teams of volunteers | Works well with a team | Aligns with Kingsway's family ministry model | Possesses strong verbal and written communication skills.
- **Other Requirements:** Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to keep this confidential at all times | Must be a member of Kingsway Christian Church or willing to become a member and be a positively engaged participant | This position is considered a "ministerial" position and as such, is eligible for a housing allowance under IRS law so long as the employee meets all other IRS requirements for housing allowance.
- **Work Schedule:** This position is full-time, Sunday-Thursday, plus additional ministry as needed in a related field.

"I have read my job description, have been able to ask questions to clarify information, and it has been reviewed with me by Kingsway leaders. I agree to it as a part of my faithful service to Christ at Kingsway."

_____
Employee Signature   **Date**

This job description has been approved by your direct supervisor and the Kingsway Central Service HR Department

_____   _____
HR Representative   *Date*   *Supervisor Signature*   *Date*