

## **New Life Fellowship Elementary Ministry Director JD**

### **Position Summary**

Elementary Ministry Director, under the leadership of the Children's Pastor, will shepherd a team of 30+ volunteers for children between infancy and Kindergarten, as well as provide direction to Curriculum Prep Coordinator. The Elementary Director must be committed to the vision and values of NLF, Emotionally Healthy Spirituality and the pastoral staff "rule of life," and be capable of implementing a whole family approach using the "Orange" strategy in ministry and programming.

### **Qualifications**

- Must have a personal relationship with Jesus Christ
- Must have a passion for Kids Ministry (children and their families)
- At least 2+ years of experience in recruiting, shepherding, leading and resourcing teams of volunteers
- Excellent written and verbal communication skills
- Adept at social media, email marketing; basic graphic design
- Experience in promoting, managing and facilitating large-scale events—a plus

### **Job Responsibilities:**

#### **1) Lead the Elementary Ministry Volunteers**

- Ensure that volunteers are known, trained and celebrated
- Coordinate quarterly trainings to reinforce personal formation, and/or Orange Lead Small principles/strategies
- Recruit Elementary volunteers on an on-going basis

#### **2) Sundays**

- Facilitate Pre-Service volunteer huddles (vision casting/pep talks)
- Resource the Elementary rooms and equip leaders to creatively communicate Bible stories to kids in safe, engaging environments
- Attend at least two adult services per month

#### **3) Communications**

- Resource teams of volunteers via weekly emails and social media posts
- Resource parents via monthly emails and social media
- Systematically connect new families, parents and children to the Elementary Ministry using the NLF Hub as a communication tool

#### **4) Events**

- Promote and facilitate: Volunteer Kick-Off, Stepping Up Ceremony
- Provide support: NextGen Sunday, Family Baptism, NextGen Team Nights, Volunteer Trainings

#### **5) General/Church-wide**

- Attend appropriate staff and one-on-one meetings

**Please send your resume and a cover letter to [matt.manno@newlife.nyc](mailto:matt.manno@newlife.nyc)**