



Job Title:

Children's Elementary Lead-Valencia

One-Line Job Description:

To help families find and follow Jesus by creating environments that engage elementary students in worship/teaching and community/life groups.

Reports to:

Children's Ministry Director

Responsibilities:

- Execute the vision and strategy for Real Life Kids Elementary department Kindergarten – 6th grade.
- Oversee all aspects of elementary small groups, and curriculum.
- Assist in the planning and attend ongoing Children's Ministry events and meetings as needed to promote the vision and mission of Real Life Kids.
- Recruit/Develop/Equip life group leaders/volunteers and coaches while assessing current group needs.
- Support the Children's Pastor/Director by implementing policies, systems and procedures within the elementary ministry.
- Oversee the coordination and scheduling of volunteers.
- Communicate effectively the vision and strategy of Discovery in the elementary department.
- Prioritize and pursue his/her own relationship with Jesus Christ as a model to the rest of the staff.
- Any additional duties as requested.

Work Schedule:

Monday–Thursday and Sundays

32-40 hours/week

Full-time, Non-exempt

My signature below indicates that I have read, understand, and acknowledged receipt of this job description. I am able to perform the essential functions as outlined. If I have any questions about job duties, I may contact my immediate supervisor or Human Resources. The information contained in this job description may be amended from time to time according to the needs of Real Life Church.

Employee Signature _____ Date _____