



POSITION TITLE: Lower Elementary Director

REPORTS TO: Children's Pastor

STATUS: Volunteer Leader

PURPOSE OF THE ROLE

To lead and coordinate the New Hope Kids Lower Elementary division volunteers and to foster a 1st-3rd grade environment that promotes growth through proactive vision setting and lesson writing targeted at the elementary age group.

RESPONSIBILITIES:

- Downloading, editing, and uploading weekly curriculum for Sunday for 1st-3rd grade breakouts
- Stocking the 1st-3rd Grade Breakout Room with any necessary supplies for Sunday curriculum
- Recruiting, scheduling and notifying volunteers for Sunday for the 1st-3rd grade class for both Sunday services
- Edits weekly elementary lesson/ story and schedules storytellers for Elementary Large Group.
- Casts vision for the development of the 1st-3rd grade students and environments
- Disciples their team and serves as mediator and advocate between team and Children's Pastor
- Attends quarterly All-Staff meetings (in-person) and semi-weekly Kids Team meetings (in-person or Zoom)

TIME COMMITMENT:

- Typically 10-15 hours per week
- Attends quarterly All-Staff meetings (in-person) and semi-weekly Kids Team meetings (in-person or Zoom)

HOW TO APPLY:

- Apply [online](#) (or [download PDF application](#) and return completed form to New Hope Office)
- Questions? Contact New Hope's Church Office at churchoffice@go-newhope.com