

ELEMENTARY SMALL GROUPS COORDINATOR

SOUTHSIDE CHURCH NEWNAN | PART-TIME

PURPOSE STATEMENT

The Elementary Small Groups Coordinator inspires families to follow Jesus by creating a strong volunteer culture and by providing logistical support for the UpStreet (K-5th) environment.

KEY ATTRIBUTES

- Above reproach; mature in Christ-like character
- Leader with high capacity for tasks and relationships
- Highly values excellence
- Ability to be organized; plans and manages time and tasks effectively

REPORTS TO

Elementary (UpStreet) Director

RESPONSIBILITIES

Create a strong culture that makes volunteers love serving on UpStreet by:

- Recruiting volunteers
- Training volunteers
- Leading volunteers
- Developing volunteers

Create an Irresistible Sunday Morning Environment by:

- Maintaining a volunteer schedule
- Managing relevant systems and databases
- Overseeing the preparation of curriculum
- Ensuring Small Group rooms and entire environment is resourced and ready for Sunday.

Support the UpStreet Director by:

- Assisting in the maintenance of a budget
- Event planning and execution

HOURLY PAY / SALARY

Based on Education and Experience

WORK HOURS

20 hours per week, Sunday-Thursday



**SOUTHSIDE
CHURCH**