



Elementary Logistics Coordinator

SOUTHSIDE CHURCH | [PT]

PURPOSE STATEMENT

The UpStreet Logistics Coordinator helps create safe, welcoming, and engaging environments for K-5th graders at Southside Church. This role supports the UpStreet team through organization, preparation, and execution of logistics that make small group and large group experiences run smoothly every week.

KEY ATTRIBUTES

Growing relationship with Jesus Christ

Strong organizational and administrative skills

Friendly, professional, and perceptive in working with others

Reliable and able to manage multiple tasks at once

REPORTS TO

UpStreet Director

WORK HOURS

Sundays: 7:30am–1:00pm

Monday–Thursday: Flexible (some meetings required) between 9:00am–5:00pm

RESPONSIBILITIES

Prepare and distribute weekly small group and large group materials

Maintain and restock classroom supplies and signage

Support data entry, attendance tracking, and reports

Send birthday and volunteer appreciation cards

Assist with planning and logistics for events

Manage budgets and expenses within guidelines

HOURLY PAY / SALARY

TBD - based on education and experience



**SOUTHSIDE
CHURCH**