



JOB DESCRIPTION

Job Title: Elementary Director

Job Type: Full-Time

Reports To: Kids Director

OVERVIEW

The **Elementary Director** is responsible for leading and overseeing all aspects of the Elementary Ministry (grades K–5) at Cedarcrest Church. This role involves adapting and implementing engaging, biblically sound programming, recruiting and managing volunteers, and creating an environment where kids can encounter Jesus and learn to follow Him wholeheartedly. The Elementary Director also collaborates with other departments to support the church's vision and church-wide events.

KEY RESPONSIBILITIES

Program Development & Execution

- Plan and oversee Sundays, mid-week services, Family Gospel Presentations, the baptism process, special events, and seasonal programs (e.g., Kids Camp) for elementary-aged children.
- Adapt curriculum and resources to align with the church's vision and values.
- Design strategic experiences for kids to encounter Jesus in age-appropriate, relevant, and engaging ways.

Pipeline Development

- Implement a system to recruit, onboard, and train small group leaders, team leaders, and coaches.
- Foster a strong team culture by building community, providing regular feedback, and organizing training sessions and volunteer appreciation events.





- Manage systems for volunteer scheduling, communication, and accountability.

Parent & Family Engagement

- Build relationships with parents and equip them with resources to disciple their children at home.
- Leverage social media and digital communication strategies to keep parents connected, informed, and inspired.

Administration & Planning

- Manage the budget and resources needed to ensure the success of the Elementary Ministry.
- Ensure that all activities and environments adhere to Cedarcrest Kids policies and procedures, including background checks, child safety protocols, classroom procedures, and volunteer training.
- Coordinate logistics for events, room setups, and other ministry needs.

Team Collaboration & Church Engagement

- Work closely with the Kids Director and other ministry staff to align with church-wide initiatives.
- Actively participate in Sunday services, 21 Days of Prayer, Impact opportunities (when available), church-wide events, and age-appropriate events (e.g., marriage or parenting events, small groups, etc.).

QUALIFICATIONS

Education

- Bachelor's Degree in Ministry, Education, Child Development, or a related field (preferred).

Experience

- Minimum of 2 years of experience in kids' ministry or a similar role.





Experience (cont.)

- Completed a Freedom Small Group.
- Cedarcrest Discipleship School graduate (preferred).

CORE COMPETENCIES

- **Love God:** Demonstrates a strong relationship with Jesus and a passion for His bride (Cedarcrest Church).
- **Love People:** Takes the posture of a servant and team player, seeking to lead by serving with authenticity. Capable of inspiring and mobilizing volunteers and staff to create impactful ministry experiences.
- **Pursue Excellence:** Strives to leave things better than they found them, taking the initiative to do things well and before being asked.
- **Choose Joy:** Maintains a positive, loyal, and enjoyable attitude.
- **Communication:** Skilled in verbal and written communication, with the ability to relate to a diverse group of children, parents, and church staff. Handles sensitive information with discretion.
- **Adaptability:** Flexible and responsive to changing needs within the ministry and larger church community.

WORK ENVIRONMENT

- Workdays are Sunday through Thursday, with additional events throughout the year that may fall outside of these days.
- Holidays and high-attendance events are designated as vacation blackout dates.
- Primarily on-site at Cedarcrest Church, with occasional travel for events, training, or conferences.

APPLICATION INSTRUCTIONS

To apply, please submit your resume and cover letter through our website:
www.cedarcrestchurch.com/jobs

