



NextGen Elementary Director

Reports to: Executive Pastor

Works with: NextGen Student Pastor, NextGen Early Childhood Ministry Director

Direct Reports: Family Care Coordinator, NextGen Interns (when applicable) and Elementary volunteers.

Profile: The NextGen Elementary Director will primarily be responsible for equipping and empowering a team of volunteer leaders to minister to kids in our Elementary Ministry. As a part of the NextGen Leadership team, the NextGen Elementary Director plays a role in vision, strategy, and implementation for all NextGen ministries (Early Childhood through Student Ministries). Time will be spent investing relationally with adults and teenagers who are helping kids and students fall in love with Jesus as they seek to build a healthy and growing elementary ministry volunteer team. They will coordinate the moving parts and resources needed for volunteer small group and large group leaders to invest in and engage kids in ways that are relevant to their stage of development and to partner with parents every step of the way. This is a full-time salaried position.

NextGen Elementary Director Possesses:

- A deep love for Jesus Christ and people from all walks and backgrounds.
- A heart for those who are far from God and searching for their spiritual significance in Him.
- A teachable mindset; always seeking to develop personally and professionally.
- Leadership abilities that thrive in a team-based environment.
- An understanding of child development and how to care for and teach kids of different ages and stages of development.
- Strong commitment to building environments that impact the hearts and minds of kids.
- Visionary; able to rally a team toward a common goal.
- Highly organized with the ability to troubleshoot, dream big, and have a strong eye for detail.
- Flexible and willing to take risks.
- Ability to recruit and engage volunteers.
- Relatable to both parents and kids.

Core Responsibilities

NextGen Leadership Team – 10%

- Co-leads the NextGen Ministry
- Co-visions the NextGen Ministry
- Co-plans and organizes NextGen Ministry

Elementary Ministry – 65%

- Oversee curriculum for Elementary Ministry
- Oversee large and small group ministry and volunteer teams
- Recruit, equip, and empower volunteer leaders for all areas of Elementary Ministry
- Semi-regularly teach large group Bible study
- Oversee volunteer coordination



- Develop relationships with Elementary Ministry parents
- Partner with and equip parents of Elementary Ministry
- Partner with Early Childhood Director and Student Ministry Pastor to execute transition plans for Early Childhood Ministry and Student Ministry
- Plan and execute special events for Elementary Ministry (ie: Jingle Jam, Summer Camp, Family Camp, etc...)
- Create memorable learning and worship experiences for Elementary Ministry
- Develop and improve all areas of Elementary Ministry

Administration – 15%

- Oversee Elementary Ministry Budgets
- Oversee Elementary Ministry Calendar
- Manage Elementary Ministry paid staff (when applicable. including regular feedback, assessment, development, and accountability)
- Communicate clearly, effectively, and consistently with leaders, volunteers, and parents
- Collaborate with Facility Team for oversight of Elementary Building

Qualifications

- A mature believer with a clear understanding of the Gospel and the ability to clearly communicate it.
- Deep commitment to spiritual integrity, moral purity and healthy relationships.
- Self-aware with a teachable spirit, responsive attitude and always seeking to self-develop.
- Minimum of three years' experience in leading kids' ministry.
- Minimum of one-year experience in leading paid staff and volunteer teams.
- Able to create and sustain a strong volunteer culture to include mentoring with wisdom and grace.

Additional Responsibilities

- Participate in all scheduled staff meetings and staff development times.
- Serve on our team with a passion for ministry and a desire for excellence.
- Work closely with other areas of ministry, continually looking for ways to integrate NextGen Ministry and personnel to support needs as they arise.
- Commitment to Northeast through regular attendance, participation in a Life Group and giving.
- Agreement and commitment to Northeast's Statement of Faith, mission, vision and values.
- Additional projects and responsibilities may be necessary as requested by the Lead and/or Executive Pastor.

Job descriptions at Northeast are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas of ministry. The staff of Northeast work as a team and there are numerous other tasks that will require the participation of the person holding this position.

Employee Signature

Date

Executive Pastor Signature

Date