

RC KIDS ELEMENTARY COORDINATOR JOB DESCRIPTION



Job Title: RC Kids Elementary Coordinator
Status: 32-40 Hours
Supervisor Title: RC Kids Prep and Groups Coordinator
Date Prepared/Revised: December 2025

The RC Kids Elementary Coordinator is responsible for equipping and training volunteers to create extraordinary elementary group experiences that partner with parents and help kids become fully engaged followers of Christ.

Competencies:

- Passion for kids kindergarten through 3rd grade and their spiritual development
- Ability to build, lead and care for volunteer teams
- Able to prepare and manage multiple tasks simultaneously
- Ability to handle stress and have difficult conversations
- Organized and detail oriented
- Competent with computer software such as Google Doc, Sheets, and Canva
- Physical endurance to lift and carry medium-heavy items on a regular basis
- Strong verbal and written communication skills
- Self-motivated

Elementary Coordinator Responsibilities:

- Recruits, trains, develops and appreciates volunteers that lead small groups of elementary kids
- Casts vision for small groups to both parents and volunteers
- Intentionally assigns kids and leaders to small groups, manages groups, and evaluates their effectiveness to ensure every kid and leader is known and connected
- Communicates regularly with volunteers through face to face, email, and phone contact
- Supports volunteers through necessary care, updates, and training
- Assists in creating training systems to help volunteers grow both spiritually and as small group leaders
- Offers regular feedback to volunteers regarding wins and missed opportunities
- Oversees the planning and execution of the family serving opportunities and events
- Provides boundaries and oversees the safety and care of the elementary small group environment
- Communicate needed information to elementary parents
- Creatively edits and formats small group curriculum and submits for review
- Assists in planning events in line with the RC Kids strategy that connect kids, parents, and volunteers
- Attends weekly meetings with the RC Kids team, the Rivers Crossing staff, and direct supervisors

Direct Reports:

- RC Kids Elementary Key Leaders
- RC Kids Elementary Team Groups Volunteers

Key Strengths:

- Adaptability, Developer, Communication, Maximizer, Relator, Responsibility

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.