



## Elementary Team Administrative Coordinator Role Description

### VISION

Our vision at Next Level Church is to lead people to become fully engaged followers of Jesus. We seek to lead the lost people to be found, the found people to be free, and the free people to be empowered to make a Kingdom impact.

### MISSION

Our mission for the Elementary Team is to partner with parents in leading their children to make wise choices, trust God no matter what, and treat others the way they want to be treated.

### YOUR PRIMARY WIN

Assist the Coach in the coordination of scheduling and the communication of details to the Serve Team Members of your team.

### YOU REPORT TO

- Elementary Team Coach

### YOU WILL BE RESPONSIBLE FOR

- **Coordinating Serve Team Schedules**
  1. Schedule services monthly using Next Level Connect (CCB).
  2. Resolve scheduling gaps with the assistance of your Coach weekly.
- **Coordinating Team Camaraderie and Vision**
  1. Help your Coach in coordinating gatherings to create an environment where team members can build relationships and maintain clear vision.
  2. Manage Serve Team Member information for your Coach via an active roster (i.e. contact info, birthdays, anniversaries, etc).
  3. Cultivate a community where Serve Team Members feel connected, loved, and celebrated through virtual community and social media (i.e. GroupMe, Next Level Connect, Instagram, etc).
- **Coordinating Team Communication**
  1. Create and manage system for Serve Team information and events.
  2. Ensure Serve Team Members feel included and are kept up to date through regular communication.

3. Assist your Coach with details, so they can focus on the big picture.

### TIME COMMITMENT

The time commitment of an Elementary Team Administrative Coordinator is an average of 3-4 hours weekly.

- Weekly attendance of our Weekend Services.
- Weekly Serve Team
- Monthly meeting with Elementary Team Coach.
- Serve Team Gatherings every 6 to 8 weeks.
- Various texts, phone calls, and time spent communicating with the members of your team.