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| <b>Position Title:</b> Little Lambs and Cross Training Coordinator   |
| <b>Work Location:</b> St. Mark Ministries – De Pere, WI and Green Bay, WI  |
| <b>Part Time / Non-Exempt / Staff Position</b>   |
| <b>Reports To:</b> Youth and Young Adult Pastor  |
| <b>Positions Reporting To:</b> N/A   |
| <b>St. Mark Ministries Mission and Vision Statements:</b><br><br>To teach timeless truths to today’s people so that all may share tomorrow’s eternity.<br><br>To be a dynamic Christian congregation that is an inspiration magnet for every member of our community, providing an opportunity to GROW a meaningful personal relationship with Jesus and then to GO make a difference now and for eternity.  |
| <b>St. Mark Ministries Core Behaviors:</b><br><br><b>Make It Better</b> – “What am I doing to make us a better church?”<br><b>Take It Personally</b> – “Where am I leveraging my talents and skills outside my primary team?”<br><b>Be A Team Player</b> – “Where am I helping others win?”<br><b>Replace Yourself</b> – “Who am I empowering?”<br><b>Be Healthy</b> – “How am I taking care of myself spiritually, relationally, physically, financially, and emotionally?”<br><b>Remain Open Handed</b> – “How do I manage the tension triggered by new ideas, innovation and change?” |
| <b>Overview / Primary Responsibilities:</b><br><br>The Little Lambs and Cross Training Coordinator will be responsible for the ministry of children and their families through the implementation of a service nursery and elementary education program that builds a foundation of faith that will last a lifetime.   |
| <b>Essential Duties:</b> <ul style="list-style-type: none"><li>● Participate in weekly staff meetings and updates weekly staff newsletter.</li><li>● Attendance at annual and quarterly meetings</li><li>● Little Lambs<ul style="list-style-type: none"><li>○ Oversee monthly scheduling for each service</li><li>○ Recruit and train volunteers</li><li>○ Assist in the nursery when needed</li><li>○ Oversee room, making sure supplies are available and room is clean</li><li>○ Track attendance</li></ul></li></ul>  |

- Cross Training (2nd-5th grade students)
  - Oversee the program and curriculum
  - Recruit volunteer teachers and find substitutes when needed
  - Create slides for teachers to use during class
  - Provide all materials needed for class
  - Oversee service learning project
  - Track Attendance
- Partner with the Communications Team to support an engaging social media presence.

**Education and/or Work Experience Requirements:**

- Bachelors degree preferred, or equivalent combination of education, training, and work experience.
- Be a committed follower of Jesus, active member of St. Mark Lutheran Church, and uphold staff values.
- Actively involved in our church and supports the vision and direction of the church.
- Experience working with youth programs and/or teaching.
- Strength in organization and planning.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of the job. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment with extensive team member contact and frequent interruptions.
- Primary function requires sufficient physical ability and mobility to work in an office setting: to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, twist, lift, carry, push and/or pull light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- Travel to other locations using various modes of private and commercial transportation.
- Strong communications skills to exchange information.

**The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.**

Staff Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Version Control:** 5.0  
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