



ELEMENTARY ASSOCIATE

JOB DESCRIPTION

GENERAL DESCRIPTION

The Elementary Associate will help First Manchester fulfill our mission of making disciples of Jesus through assisting in our ministry to Kindergarten through 5th graders. This position is part-time position with approximately 10 hours per week. This position reports to the Director of Kids Ministry.

RESPONSIBILITIES

Sundays & Wednesdays

- Set up and tear down elementary check-in stations.
- Serve as point of contact for elementary volunteers and parent questions.
- Check rooms for safety, supplies, and any issues

Curriculum & Materials Prep

- Prep lesson bins and organize elementary supplies.
- Track and restock consumables (craft items, paper, pencils, snacks).
- Ensure classrooms are ready, clean, and safe.

Scheduling & Systems

- Assist with elementary volunteers and coverage.
- Help recruit, onboard, and train elementary volunteers.

Check-In System

- Manage elementary check-in stations and troubleshoot issues.
- Assist families during check-in, especially new visitors.

Event Support

- Help prep and assist with elementary activities at kids events

EXPECTATIONS

- Model a Christ-centered, positive attitude with kids, parents, and volunteers.
- Follow safety and child protection policies at all times.
- Report to the Kids Director for any additional kids ministry needs
- Attend one of our Sunday Worship services
- Have all time-off approved by the Kids Director.

HOURS

- Sundays 8 AM-12 PM (1 hour off for Worship)
- Wednesdays (5:30-7:30 PM)
- During the Week (4-6 hours) for prep, administrative, work, and special events.

COMPENSATION

- \$7,800 per year (\$15 per hour)
- 2 Weeks of Vacation (2 Sundays & 2 Wednesdays)