



## Elementary Associate

**Type:** Hourly, 30 hours per week

**Reports to:** Director of Kids Ministry

**Location:** 2203 Lakeway Blvd, Lakeway, TX 78734

### Schedule:

- Sunday Mornings - 8:00 am to 1:00 pm
- Monday-Thursday - 9:00 am to 2:00 pm
- Fridays & Saturdays - Off

### About Lakeway Church

Our purpose is to glorify God. Our Mission is to proclaim the Word of God and to lead those who receive it to become fully devoted disciples of Jesus Christ by equipping them to walk daily with Him.

### About The Position

Lakeway Church is seeking an Elementary Associate to join the Lakeway Church Kids program. This person will lead all aspects of a successful elementary program including leading children, coordinating volunteers and executing on program details. We are seeking someone who loves Jesus and exudes professionalism when overseeing the elementary Sunday morning programs and events. This person will adhere to minister children, lead by example in their daily life, and build relationships with parents and children as a representation of Lakeway Church.

### Qualifications

- Having a passion for leading children to Christ
- Leadership experience in ministry is preferred
- Committed and passionate follower of Jesus
- Experience working with elementary age children
- Strong communication skills both written and verbal
- Ability to work professionally with children, volunteers, parents, and staff
- Organized, detailed, and task-oriented
- Must be a team-player
- Willingness to submit to a background check and reference check upon receiving an offer

**As an Elementary Associate your responsibilities include:**

- Provide strong, loving and kind leadership to children and their families
- Minister to children and their families and build relationships
- Act as a positive brand ambassador of Lakeway Church both on campus and offsite
- Oversee and setup curriculum, classrooms, materials, activities, bulletin boards for weekly Sunday service and special events
- Teach students on Bible-based content
- Oversee all aspects of Worship Team and communicate effectively with children & parents
- Recruit, organize and oversee timely communication with volunteers
- Network and shepherd people through coffee meetings, lunches, and offsite meetings
- Assist the Director on church initiatives, special events and weekly work as assigned
- Proficiency in Google workspace, email, print/copy, and smart phone skills
- (Add adhering to the beliefs and code of conduct of Lakeway Church)
- Any additional tasks as assigned by your supervisor

**The Elementary Associate will have required attendance and responsibilities at Special Events:**

- Promotion Sunday (August)
- Baptism Classes (twice annually)
- Bible Navigations (TBD)
- Easter Event (Spring)
- VBS (Summer)
- Nativity (December)

**Physical Requirements**

- Must be able to sit and stand for prolonged periods of time
- Must be able to see and hear during all weather conditions
- Must be able to bend, stoop, kneel, touch, feel, sit, stand, push, pull
- Must be able to lift and carry up to 25 pounds at times

**Benefits**

- Health, Dental, and Vision Insurance
- PTO and holidays
- 403B + Matching
- Life Insurance