



**Job Title:** Campus Services Curriculum Coordinator

**Job Status:** Part-time

**Department:** Campus Services-NexGen

**Reports to:** Campus Services NexGen Director

**Positions Supervising:** None

**FLSA Status:** Non-exempt

**Summary of Position:**

The purpose of this position is to work with the ministry leaders to create and execute a curriculum plan for preschool through elementary aged children.

**Essential Functions:**

**Facilitate Curriculum Planning**

- Meet with the ministry leaders/representatives monthly (two months prior to delivery) to discuss and create plans for curriculum and programming.
- Provide access to pre-edit curriculum materials for ministry leaders/representatives two weeks prior to curriculum planning meetings for review.
- Ensure all planning is well documented and distributed to provide clear communication so direction and decisions can be made.

**Produce Curriculum**

- Edit and compile curriculum into an attractive and easy to use printed (or digital) plan to set ministry leaders and volunteers up for success.
- Distribute essential materials and order forms to ministry leaders one month before delivery date.
- Provide ministry leaders with a full month of curriculum to include all needed supplies by the defined delivery date. (normally two weeks prior to the first week's usage date.)

**Desired Qualifications/Skills/Strengths:**

- Bachelor's degree or equivalent college degree preferred
- Previous experience creating and producing curriculum (preferably in a church based volunteer or staff role).
- Team oriented
- Excellent written and oral communication skills
- Strong organizational skills

**Spiritual Criteria:**

- Must have an intimate and growing relationship with Christ
- Must attend and be a commissioned leader at Gateway Church (or be willing to if not currently)
- Model standards and expectations of commissioned leaders at Gateway Church

**Working Conditions and other information**

- **Required Tuesday morning All-Staff meetings unless other agreements have been made with manager prior to employment.**
- **Easter-** all hands on deck Saturday Eggapalooza & Saturday/Sunday services for all part time & full time regular employees who normally average 20+ hours per week.
- **Christmas-** all hands-on deck for our Christmas services for all part time & full time regular employees who normally work 20+ hours per week

Note: For the first three (3) years on staff regular employees are required to work Christmas and Easter services. After the third year, an employee may request Easter and/or Christmas off once every three (3) years (see holiday policy for more information).

- **Annual All Staff Retreat** - dates subject to change but normally falls on a Monday-Tuesday mid-May.
- **Superbull**- all hands-on deck for Saturday/Sunday services during Superbull for all part time and full time regular employees who normally work 20+ hours per week.
- **Annual All Staff Retreat** - dates subject to change but normally falls on a Monday-Tuesday mid-May.
- **Annual leadership community**- dates subject to change but normally falls on a Friday-Saturday mid-August.
- **Monthly Leadership Community**- each campus will be holding a leadership community once per month. All staff are required to attend the leadership community at the campus they attend. Campus Services should attend Leadership Community at the campus at which they currently lead or volunteer.

*Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Gateway Church, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, disability, pregnancy or any other protected characteristic as established by law.*

*As a religious institution, it is important that all employees of Gateway Church practice the same beliefs of the church. We therefore reserve the right to exercise this bona fide occupational qualification (BFOQ) in determining which applicants are best suited for positions at our church.*

*This policy of Equal Employment Opportunity and the related BFOQ applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions.*