



Open Position – Grace K!DS Elementary Coordinator, UB Campus

Organizational Role:	Elementary Coordinator, University Blvd (UB)
Direct Report to:	Grace K!DS UB Campus Director
Compensation:	Hourly: \$15/ hr
Number of Hours:	Part-time: 12-15 hours a week
Office/Remote:	50% office / 50% remote or direct ministry hours
Office Location:	3105 University Blvd, Tyler, Texas
Work Days:	Sunday-Thursday

Job Description Summary

The position of **Grace K!DS Elementary Coordinator** at the UB Campus exists to move the mission of Grace forward by working together with the global Grace K!DS and Grace Community team to serve and support families in their effort to raise kids to love Jesus forever. The Coordinator reports to the Grace K!DS Director at the University Blvd Campus. They oversee the Sunday morning operations for Kindergarten-4th grade at the UB campus. The average workload is 12-15 hours, however, there will be seasonal times/events that require heavy workloads.

Who You Are

Your calling is to serve others, particularly children, through a devoted environment rooted in Biblical truths. You prioritize people over technology and analytics. Described as socially adept, you balance giving and receiving energy, influencing others through your relational nature. Comfortable meeting new people, your spirit and presentation inspire trust, and your persuasive style shines naturally.

Thriving in structured environments, you excel in effective planning and adapt well to changes. You find energy in keeping things on track. Your systematic approach to caring for children creates predictability, reinforcing your love for them and Jesus.

Moreover, you find solace and efficiency in environments considered methodical and productive. Your patience shines through routine or repetitive activities, fostering a sense of stability and reliability in your work. Additionally, your high level of mental stamina allows you to maintain focus and effectiveness, ensuring your dedication to serving others remains steadfast.

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus, Christian church and school seeking to engage a part-time **Grace KIDS Elementary Coordinator** for our University Blvd Campus. We believe in *being and making disciples* and are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- New office space
- A culture of genuine love and tangible support
- Professional and personal development

Skills and Abilities:

- Good with people – playful, positive, genuinely interested in people, team player, patient with others, ability to be supportive and motivate while having discernment
- Proficient time management, people, and organizational skills
- Strong communication skills, including writing skills and conflict resolution; able to lead elementary large-group sessions
- Self-motivated, proactive
- Positive attitude and servant posture – able and willing to serve others and put their needs in front of your own
- Ability to handle confrontation well – doesn't shy away from tough conversations, displays emotional intelligence, remains approachable.
- Trustworthy and able to maintain confidentiality
- Available and flexible – a generous spirit that understands that often ministry opportunities and tasks don't fit within the 9 to 5 time constraint
- Excellent judgment and creative problem-solving skills
- Ability to prioritize and demonstrate a high level of accuracy with attention to detail

Education, Training, Experience:

- Bachelor's Degree - preferred
- Two years of experience working with children
- An understanding of Christian worldview and the ability to articulate Gospel principles to children and adults

Work or Ministry Team Context:

This position serves the University Blvd Campus. This person will office (meet, prep) at the Tyler Church Office. Prep and set up of curriculum takes place on-site at the UB church campus.