



ELEMENTARY **GROUP'S COACH**

JOB DESCRIPTION

Coaches provide leadership + connect relationally to a team of small group leaders while ensuring an irresistible learning environment for kids.

ROLE'S WIN

You win when your small group leaders feel known, supported + empowered so that they can do for their few what you do for them.

QUALIFICATIONS

- You love God + are committed to growing in your personal relationship with Jesus
- You care about the next generation
- You are committed to consistently investing + caring for your leaders for a minimum of one year
- You completed + passed the application, background check, interview + leader agreement process

RESPONSIBILITIES

- *Know Your Leaders*
 - Connect with them regularly
 - Be aware of major events + needs in their personal lives
- *Champion Your Leaders*
 - Give consistent encouragement for leaders to connect with kids + parents (partnering with parents is key)
 - Help leaders connect with families + prompt them to be present outside of the weekend
- *Support Your Leaders*
 - Ensure they have their weekly small group curriculum
 - Know the dynamics, numbers + needs of their small group
 - Check-in with them routinely + ask evaluation questions
 - Communicate + encourage your leaders to attend trainings, events + other important ministry gatherings
 - Attend the appropriate trainings, events + meetings whenever possible so that you are ready to train + meet with the leaders you lead
 - Assist your leaders in scheduling subs if needed
- *Celebrate Your Leaders*
 - Cue them monthly to share their wins with you
 - Relay their stories to the Flatirons Kid staff
 - Encourage them through regular + random notes, emails, texts + compliments



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LEAD UP

- Read through your curriculum + materials ahead of time (received via flatironskidmin.com)
- Dress appropriately for the part
- Consume snacks + drinks before kids arrive to their space
- Arrive at least 5 minutes prior to Huddle to grab clipboard + notes
- Lead your Team Huddle + prepare your team for the day
- Connect with potential leaders + place for observation with the support of Flatirons Kids staff

WARM UP

- Check-In, grab your nametag + wear it
- Help leaders prepare their small group spaces by checking to make sure all supplies are there
- Make sure that all of the snacks are cleaned up + put away before kids start arriving in the room

SHOW UP

- Welcome
 - Doors open 15 minutes prior to service, so be ready to welcome kids as they walk into their environments
 - Stand near the entrance to greet returning kids as they enter as well as connecting new kids with leaders + groups
 - Walk around + observe your leaders as they begin
- Large Group
 - Watch for any unfocused children + help leaders if the situation escalates
- Small Group
 - Use this time to go + sit with a group to evaluate leaders
- Closing
 - Assist with the check-out process for kids
 - As leaders are leaving, connect with them + thank them for a job well done today
 - Clean up area before leaving for the day