

Curriculum Coordinator



DATE: June 22, 2026
LOCATION: Cedar Falls, Iowa (Central Services)
REPORTS TO: Family Ministry Director
FLSA STATUS: Part-time 20 Hours, Non-Exempt
WEEKENDS: No

Summary

The Curriculum Coordinator is responsible for organizing and overseeing the PLC programming and curriculum for children from birth to fifth grade at all PLC campuses. The Curriculum Coordinator will ensure the ability for all campuses to offer fun, age appropriate weekly programming where children can learn principles from God's Word and grow in a personal relationship with Jesus. This position will recruit and train volunteers to help prepare and package materials. The Curriculum Coordinator should have a passion for leading volunteers, equipping parents, resourcing Family Ministry teams, and reaching the next generation. The Curriculum Coordinator will be committed to and support the philosophy and mission of Prairie Lakes and its leadership team.

Essential Duties & Responsibilities

- Owner and driver of early childhood, elementary, middle school, and high school curriculum for all PLC campuses.
- Creator of leader guides, large group scripts, volunteer resources and related materials to resource Children's Ministry Team for weekend ministry.
- Purchasing and packaging supplies for curriculum for all PLC campuses.
- Build volunteer teams to manage packaging and distribution of Children's Ministry curriculum to all campuses.
- Manage Google Docs for all curriculum downloads, volunteer and parent resources, etc.
- Manage Click-up processes for Playlister, Google Docs, and Canva, as it relates to Children's Ministry curriculum.
- Manage Central Family Ministry online/app related resources.
- Visit campuses occasionally for quality control and curriculum management.
- Attend and participate in team meetings and appropriate operations for the Family Ministry department.
- Continually improve systems and processes in all areas of curriculum.
- Communicate and collaborate with Children's Ministry Coordinators at all campuses.
- Communicate and collaborate with Missions Coordinator and Finance Director.
- Represent PLC and partner with outside resources for the production of curriculum; Copyworks, Amazing Life, Playlister, etc.

Supervisory Responsibilities

Supervise interns when applicable.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian. I mean, you are working for a church!

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelors degree in Elementary or Early Childhood Education preferred.
- One or more years of related experience and/or training.
- Equivalent combination of education and experience accepted.
- Experience in planning events for children beneficial.

Other Skills & Abilities

- Proficient in (willing to learn) online tools such as Rock, Canva, Google Drive, Playlister, APlay, Click-up, etc.
- Be creative, have a passion for the next generation growing in a personal relationship with Jesus.
- Ability to work effectively and efficiently in team environments, as well as working independently.
- Possess solid time management and organizational skills, with the ability to multitask and quickly analyze and troubleshoot problems as they arise.

Language Skills

Ability to read, analyze and interpret educational materials. Ability to relate to many different ages and types of children with strong interpersonal skills. Ability to effectively present information and respond to questions from staff, volunteers, or parents. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar. Ability to speak effectively before groups.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs, but is handicapped accessible and equipped with an elevator. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____

Date _____

Approved by Supervisor _____

Date _____