



ROCK POINT KIDS

ELEMENTARY SMALL GROUPS MANAGER

GENERAL DESCRIPTION

Job Purpose: To serve the church by assisting in the development, management, and administration of an effective ministry to meet the needs of Elementary-aged kids of the church and providing leadership to and supervision of volunteers involved in this ministry.

Classification: Non-exempt; Hourly // **Status:** Full-Time (40 Hours/Week) // **Team:** KIDS //

Supervisor: Elementary Director, Amy Geopfert

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Oversee the small group experience for the Elementary ministry (Kinder-5th Grade), including, but not limited to:
 - Create engaging small group environments
 - Empower, encourage, and partner with high level volunteer leaders (Lead Teams) who do the same for their teams of volunteer leaders.
 - Identify, recruit, empower, and develop volunteer leaders to carry out an effective Elementary small group ministry
 - Develop and refine small group curriculum, content, and Leader Guides, as well as ensure the availability of any needed materials, props, supplies, or resources.
 - Empower a team of small group leaders who show up predictably, mentally, and randomly in the lives of Elementary kids and their families.
- Manage the ministry budget allocated for Elementary small groups.
- Partner with the Elementary Director to help plan, execute, and evaluate any special events, camps, conferences, programs, or studies within the Elementary ministry.
- Provide regular training for volunteer teams to continually develop as leaders and to increase the ministry experience for Elementary-aged kids and their families.
- Work to create ideal transitions to and from the Elementary ministry.
- Create small group environments that are conducive for the intentional inclusion of kids with special needs.
- Develop relationships with Elementary-aged kids and their families.
- Ensure that rooms and facilities reflect a safe, professional, Christian environment.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Cooperate with the Kids Pastor and Elementary Director by performing any other duties when assigned.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** | identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.



- **Interpersonal Skills** | Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** | Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Judgment** | Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** | Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING and EDUCATION

- High school diploma or GED.
- Previous experience working or serving in Kids or Student Ministries of a large church.
- Proficient with computers, including: Internet, Email, Microsoft Office.
- Agrees and aligns with the vision, values, and doctrinal Statement of Beliefs of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED SKILLS, TRAINING and EDUCATION

- A bachelor's degree in related field; or equivalent combination of education and experience.
- 3+ years of experience in leading a Kids, Preteen, or Middle School ministry in a church of at least 3,000 people.
- Working knowledge of ProPresenter, PCO, and/or Church Community Builder.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 20 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a covenant member of Rock Point Church;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model Biblical community; and
- Model Biblical generosity and financially support Rock Point Church.