



# ROCK POINT KIDS

## NURSERY-TWOS 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 kids of the church, ages 6 weeks old to 2 years old, and providing leadership to the volunteers involved in this ministry.

**Classification:** Non-Exempt; Hourly // **Status:** Full-Time (40 Hours/Week) // **Team:** KIDS // **Supervisor:** Kids Director, Steve Brines

### WORK SCHEDULE

- Saturdays | 2:00p – 7:00p
- Sundays | 7:00a – 1:00p
- Tuesday/Wednesday/Thursday | flexible office hours
- Team meetings, trainings, conferences and ministry events are mandatory

### ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Assist in developing, supervising and guiding a comprehensive educational and service ministry for the kids 6 weeks old to 2 years old of the church.
- Review and develop curriculum for the Nursery-Twos ministry.
- Program and run a dynamic large group experience for two-year-olds on the weekend.
- Manage the ministry budget for the Nursery-Twos ministry.
- Collaborate with the Kids Team to help create a fun, safe, relevant, and relational ministry environment where kids want to be.
- Identify and empower high capacity volunteer leaders who can build and lead teams of volunteers in the Nursery-Twos ministry.
- Enlist, equip and encourage volunteers for leadership in the Nursery-Twos ministry.
- Assist/develop any events or programs for kids and families in the Nursery-Twos ministry.
- Develop relationships with Nursery-Twos kids and their families.
- Ensure that rooms and facilities reflect a safe, professional, and Christian environment.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Work with the Threes-PreK Manager to create ideal Preschool ministry transitions.
- Partner with the Kids Director and Threes-PreK Manager to prepare and lead families through regular Parent-Child Dedication Celebrations.
- Partner with the Kids Director, Safety and Security Director, and the rest of the Kids Team to ensure the implementation and regular practice of all health, safety, security, and emergency protocols and procedures.
- Other assigned tasks as needed.

### 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/serving in Kids or Student Ministries in a large church (min. 2000).
- 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 leading in a Kids 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.