



## **PRESCHOOL ASSISTANT DIRECTOR**

### **GENERAL DESCRIPTION**

To serve the church by assisting in the development, management, and administration of an effective ministry to meet the needs of the 3 years old - PreK 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:** Preschool Director, Erica Elwell

### **WORK SCHEDULE**

- Saturdays | 1pm – 7pm
- Sundays | 7am – 1pm
- Tuesday/Wednesday/Thursday | flexible office hours
- Team meetings, trainings, conferences and ministry events are mandatory

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Some of the primary duties include:

- Care for, shepherd, develop, and lead volunteers, staff, parents, and kids up to a greater level of spiritual maturity, wisdom, and Spirit-filled living.
- Assist in developing, supervising, and guiding a comprehensive educational and service ministry for the Preschool aged kids of the church.
- Review and develop classroom/small group curriculum for the Preschool ministry.
- Manage a designated portion of the ministry budget for the Preschool 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 Preschool ministry.
- Enlist, equip, and encourage classroom volunteers in the Preschool ministry.
- Oversight of an engaging classroom/small group experience in the Preschool ministry, including, but not limited to:
  - Irresistible weekend classroom/small group environments that support the overall weekend experience in the Preschool ministry,
  - Engaging weekend classroom/small group experiences that support the overall weekend experience in the Preschool ministry, and
  - Experiences conducive to intentional inclusion of kids with special needs.
- Assist/develop any events or programs for kids and families in the Preschool ministry.
- Develop relationships with 3-year-old-PreK 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.
- Assist Preschool Director to create ideal Preschool ministry transitions.



- Partner with the Kids Pastor and Preschool Director to lead families through regular Parent-Child Dedications.
- Partner with the Kids Pastor, 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.

## 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.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## 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. 2,000).
- 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 a 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.