

KIDS PRETEEN DIRECTOR

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 Grade 4-5 kids of the church and providing leadership to and supervision of volunteers involved in this ministry.

Classification: Exempt; Salary // **Status:** Full-Time (40 Hours/Week) // **Team:** KIDS // **Supervisor:** Kids Director, Rocky High

Work Schedule

- Saturday, Sunday, Tuesday, Wednesday, Thursday

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Required to work weekends, designated weekdays, and KIDS events.
- Assist in developing, supervising, and guiding a comprehensive service ministry for preteen (Grades 4-5) aged kids of the church.
- Implement small group curriculum, content, and leader guides, as well as ensure the availability of any needed materials, props, supplies, or resources.
- Recruit, care, and empower volunteer leaders to carry out an effective small group ministry.
- Empower, encourage, and partner with high level volunteer leaders who do the same for their teams of volunteer leaders.
- Create a dynamic large group experience utilizing live teaching, live host, and live worship.
- Manage the ministry budget for preteen (Grades 4-5) aged kids of the church.
- Enlist, equip, and encourage volunteers for leadership in Preteen ministry.
- Oversee camps, retreats, and trips under designated areas.
- Implement service and mission projects for preteen (Grades 4-5) aged kids.
- Be the primary communicator in the preteen ministry.
- Work with Middle School Director to create ideal transitions to/from the Preteen ministry.
- Develop relationships with preteen (Grades 4-5) aged kids and their families.
- Provide regular training for volunteer teams to continually develop as leaders and to increase the ministry experience for preteen 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.

- Work together with the Elementary Director by performing any other duties when assigned.

COMPETENCIES

To perform the job successfully, the 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 GED
- Minimum 2 year of Vocational Ministry Experience or Volunteer Experience
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Bachelor's Degree or Equivalent Experience
- Experience Overseeing Volunteers
- Skilled on stage communicator
- Working Knowledge of Database Software
- Experience Overseeing a Small Group

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.