

## K-3 ASSISTANT DIRECTOR

### GENERAL DESCRIPTION

The K-3 Assistant Director will serve the church by assisting in the development, management, and administration of an effective ministry to meet the needs of K-3 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:** K-3 Director

### 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 K-3 kids of the church.
- Review and develop classroom/small group curriculum for the K-3 ministry.
- Manage a designated portion of the ministry budget for the K-3 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 K-3 ministry.
- Recruit, equip, and encourage volunteers in the K-3 ministry.
- Oversight of an engaging small group experience in the K-3 ministry, including, but not limited to:
  - Irresistible and engaging weekend small group environments that support the overall weekend experience.
  - Experiences conducive to intentional inclusion of kids with special needs.
- Assist/develop any events or programs for kids and families in the K-3 ministry.
- Develop relationships with K-3 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 K-3 Director to create ideal ministry transitions between Preschool, K-3, and Preteen.
- Partner with the Kids Director, Safety & 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.

## REQUIRED CRITICAL SKILLS, TRAINING, & EDUCATION

- High school diploma or GED.
- Previous experience working/serving in a Kids Ministry 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 REQUIREMENTS

- A bachelor's degree in a related field or equivalent combination of education and experience.
- 2+ 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 (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship services with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.