



KIDS CONTENT COORDINATOR

GENERAL DESCRIPTION

The Creative Content Coordinator will serve the church by assisting in the development, management, and administration of creating biblical content for Prek-5 grade.

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

WORK SCHEDULE

- Saturdays | 1pm - 7pm (Varied based on ministry needs)
- Sundays | 7am - 1pm (Varied based on ministry needs)
- Tuesday/Wednesday/Thursday | flexible office hours
- Team meetings, trainings, conferences, and ministry events are mandatory
- Special services, including Easter, Christmas and events as needed

ESSENTIAL DUTIES & RESPONSIBILITIES

Some of the primary duties include:

- Develop and review large group and small group biblical curriculum content from Prek-Grade 5.
- Create and craft compelling digital content including video, graphic, and written content that engages the audience in dynamic and interactive ways by working with other ministries.
- Oversee a volunteer team to help implement the content.
- Ensure that the content and crafts are prepared and ready for weekend services.
- Provide professional and versatile writing, presentation, and communication skills with the ability to adapt based on audience.
- Collaborate with the directors to envision, create, manage, and facilitate content that aligns with Rock Point's vision and supports the spiritual growth of children from Prek-Grade 5.
- Collaborate with the Kids admin by supplying a list of any needed materials, props, supplies, or resources for communicating the message.
- Collaborate with Rock Point's copy editor volunteers to ensure content is grammatically correct and within Rock Point guidelines.
- Attend staff meetings, retreats, and conferences.

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 Kids 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 REQUIREMENTS

- A bachelor's degree in 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.