



## KIDS CONTENT COORDINATOR

### OUR MISSION

Our Mission at Rock Point Church is to point people to Jesus by loving them like Jesus and walk alongside them to develop into a fully engaged follower of Jesus. We describe this process in just three words: **Know, Grow, Go.**

### GENERAL POSITION 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:** Part-Time (up to 28 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 & PERSONAL QUALIFICATIONS

To perform the job successfully, the individual should demonstrate the following which align with Rock Point's four leadership foundations: Calling, Character, Commitment, and Competency.

### Calling

- **Serve** - Has the God-given passion to serve, and the unique spiritual gifting that will enable the leader to define reality, dream a desired future, and design pathways.
- **Initiative** - Asks for and offers help when needed. Has a desire for individual and professional growth and undertakes self-development activities.
- **Spiritual Health** - Has a heart-driven passion for family and for the priority of a spiritually healthy marriage, if applicable.
- **Maintain Spiritual Health** - Is willing to seek pastoral counseling when needed.

### Character

- **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.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and acquires clarification; responds well to questions; participates in meetings.
- **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; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; inspires the trust of others; works ethically and with integrity.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.

### Commitment

- **Customer Service** - Manages difficult or emotional customer situations well; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

### Competency

- **Skills** – Develops core skills encouraged by Rock Point from *The Leadership Challenge: Being People Smart, Modeling the Way, Inspiring a Shared Vision, Challenging the Process, Enabling Others to Act, and Encouraging the Heart.*



- **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.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports Rock Point's goals and values.
- **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.

To align with Rock Point's **Core Values**, the individual should demonstrate the following personal qualifications:

- Be committed to spiritual growth.
  - **Biblical Authority** - We have no power without the power of God.
- Be relationally unified.
  - **Relationships** - We don't have to know everybody, but we need to be known by somebody.
- Be servant-hearted.
  - **People** - We are unapologetic about reaching people.
- Operate in grace and truth.
  - **Throat Punch** - We challenge each other with the right truth at the right time and in the right way.
- Have a positive can-do attitude and take initiative.
  - **Leadership** - We let leaders lead, but we don't leave them alone.
- Personable in working with staff and volunteers.
  - **Authenticity** - We care about transparency over perfection.
- Understands grace personally and lives this out through daily application.
  - **Humility** - We pursue God's Kingdom not our kingdom.
- Possess a healthy sense of humor.
  - **Fun** - We take what we do seriously, but not ourselves seriously.
- Possess an appropriate balance of leader/manager and pastor/shepherd.
  - **Effectiveness** - We are relevant, not revolutionary.

## 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.



## PREFERRED QUALIFICATIONS

- 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.