

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Assistant Director, Kids Ministry
Department:	Kids Ministry
Campus:	Lake Orion
Date:	May 2021
Supervisor:	Director, Kids Ministry
FSLA Status:	Exempt

Position Profile:

The Kids Ministry Assistant Director serves as a member of the Kids Ministry staff and is under the direction and leadership of the Kids Ministry Director. This position is a complimentary role to the Director. The two roles combined are meant to establish a quality Kids Ministry program and environment, a Kids volunteer leader development program, as well as an effective parent support & resource system. The ideal candidate is proficient in establishing and managing systems & processes, but is also relationally capable in interacting with kids, parents, and volunteers. The candidate should be known as an implementor and should be capable of collaborating well with other individuals.

Competencies:

- Building and supporting teams
- Delegating responsibility
- Demonstrating initiative
- Integrity/ethics
- Interpersonal skills
- Maintaining work/life boundaries
- Managing resources
- Servant leadership
- Teamwork
- Adaptability/flexibility
- Following policies and procedures
- Know your sheep
- Teaching
- Using computers and technology

Experience Qualifications:

- Bachelor's degree recommended and 1+ years' experience working with Kids Ministry in a paid capacity.
- Good character and reputation with a commitment to spiritual health.
- Motivated to build and maintain healthy volunteer teams and see the church effectively partner with parents to raise godly families alongside the Kids Ministry Director.
- For local or internal candidates:
 - Regular attender and member of Woodside Bible Church
 - Mandatory previous Kids Ministry experience, minimally having served in Woodside Kids Ministry and understand the essence of Woodside Kids Ministry

Duties and Responsibilities:

Primary:

- Collaborate with the Kids Ministry Director on strategizing, implementing, and executing the Lake Orion Kids Ministry vision and goals.
- Establish and manage clear systems and processes for volunteer recruitment, development, and placement within the Kids Ministry programs.
- Manage the guest assimilation process alongside the Kids Ministry Director.
- Establish and manage new systems and processes for Kid Ministry Programs (Sunday & events): ex. curriculum prep & delivery, lesson preparation, volunteer scheduling.
- Available Sunday mornings to equip and empower volunteer leaders.
- Attend Lake Orion Staff Meetings, Woodside Kids multisite team meetings, and the All-Staff meeting.
- Participate in planning Kids Ministry weekly programming and annual events.

Detailed:

- Work alongside the Kids Ministry Director to implement and execute on all Sunday morning programming needs including curriculum prep, volunteer scheduling, etc.
- Lead and develop specific Kids Ministry volunteers assigned to by the Kids Ministry Director.
- Assist with campus-wide events as requested by campus leadership.
- Assist with leadership, implementation, and execution of Kids Camp.
- Follow Child Protection Program procedures and manage volunteers accordingly.
- Coordinate volunteer appreciation as needed.
- Assist with the management of the Lake Orion Kids Ministry budget.
- Manage correspondence and other administrative tasks as assigned.
- Respond to any responsibilities assigned by the Kids Ministry Director or campus leadership.

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY	DATE
APPROVED BY	DATE