

THE CHURCH OF **Eleven22**

Position: Kids Ministry Associate

Reports to: Kids Minister

Supervises: Serve staff, interns and apprentices

Classification: Non-Exempt, Part-Time (25 hours)

Objective

The Kids Ministry Associate is responsible for supporting the Kid's Ministry at a specific campus by equipping and developing serve staff to execute kid's service gatherings and partnering with parents to be the primary disciple-makers of their kids.

Key Responsibilities

- Continually manage the improvement of kid's ministry processes/environments
- Lead in the recruitment, coaching, equipping and care of serve staff
- Execute weekend services
- Build a community and create a sense of belonging for serve staff
- Support in planning and executing ministry events
- Control inventory of supplies and other needs in ministry area at specific campus
- Partner with parents in raising their children to know Jesus and make Him known
- Lead and develop staff, apprentices, serve staff teams and serve staff leaders
- Model discipleship by being a disciple-making disciple
- Communicate clear vision and wins for staff and serve staff teams on a regular basis
- Oversee systems for background checks, safety and security procedures, training and care of serve staff
- Provide staff and serve staff with current children's ministry best practices

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Create disciple-making disciples
- Recruitment, retention and development of serve staff
- Development of kids experience and leaders
- Align staff and serve staff to the overall vision of The Church of Eleven22
- Anticipate and provide for the needs of the Kids Ministry
- Ability to adapt to change
- Ability to develop priorities with the right balance of short and long-term wins
- Demonstrated ability to build effective organizational relationships/partnerships
- Strong leadership abilities; sound judgment and above reproach character
- Demonstrated ability to teach and shepherd serve staff members and their families

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- Strong computer skills; proficient in Microsoft Outlook, Word and Excel
- Ability to work with database information (CCB) or equivalent

Education & Experience

- Bachelor's Degree required
- Experience working with children in some/multiple settings

Position Type/Expected Hours of Work

This is a part-time position (25 hours). Days and hours of work may vary.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is a sedentary role that does require some light activity and traveling between campuses. Light activity will require the ability to lift supplies, open filing cabinets and bend or stand as necessary.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.