

CEDARCREEKCHURCH

Position Title: Assistant Director of Kids
Reports to: Director of CedarCreek Kids
Average Hours Per Week: Campus Specific

Department: Kids Ministry
Campus/Team:
Hourly

Position Summary:

The Assistant Director of CedarCreek Kids is a campus' primary steward of our Kids Ministry's mission to introduce kids to Jesus and the life-changing adventure with him.

Position Responsibilities: The following responsibilities are campus specific at the discretion of the Campus Pastor and/or Senior Director of CedarCreek Kids

- Attend All-Staff Meetings
- Attend Campus Staff Meetings
- Recruit, train, care for and develop ministry leaders
- Assist with Kids Central Support details as needed
- Elementary Oversight
 - Be the primary connector between CedarCreek, elementary-aged children and their families
 - Ensure elementary space remains irresistible to elementary-age children, their families and is supportive of all DreamTeam responsibilities
 - Ensure that elementary Large and Small Groups are implemented with excellence at all services
- Preschool Oversight
 - Be the primary connector between CedarCreek, preschool-aged children and their families
 - Ensure preschool space remains irresistible to preschool-age children, their families and is supportive of all DreamTeam responsibilities
 - Ensure that preschool Large and Small Groups are implemented with excellence at all services
- Help to ensure all Kids Ministry Playbook policies are read, understood and implemented by DreamTeam
- Provide secondary leadership for Kids Ministry projects and events
- Assist with any additional responsibilities at the discretion of the Director of CedarCreek Kids, Campus Pastor and/or Ministry Senior Director

Position Requirements:

- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

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Measurements:

The Position will be evaluated by the following quantifiable measurements:

- Number and quality of leaders being recruited, trained and developed
- Number of weekly care connections with current DreamTeam members
- Number of weekly connections with families
- Number of weekly connections with children

Accountabilities:

The Position will also be held accountable for the following:

- Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within the Kids Ministry, across all Campuses and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its leaders, in the presence of guests, staff and volunteers at all times
- Adhering to all policies in the Kids Ministry Playbook

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Crawling.** Moving about on hands and knees or hands and feet.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

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- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The conditions the worker will be subject to in this position.

- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

Disclaimer:

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

_____/_____/_____
Position's Signature **Date**

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_____/_____/_____
Direct Report Position's Signature **Date**

_____/_____/_____
Executive Director's Signature **Date**

cc.
Direct Report
Executive Director
HR/Employee File