**Position Title:** Assistant Director of CedarCreek Kids **Department:** Kids Ministry

**Reports to:** Director of CedarCreek Kids **Campus/Team:** Campus

**Average Hours Per Week:** 15 **Hourly**

**Position Summary:**

The Assistant Director of CedarCreek Kids is a campus’ steward of our Kids Ministry’s mission to help families grow together as they learn to LOVE Jesus, SERVE others, and TELL the world about Christ.

**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
* 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 volunteer 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 volunteer 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 volunteers
* 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 Senior Director of CedarCreek Kids

**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

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Number and quality of leaders being recruited, trained and developed
* Number of weekly care connections with current volunteers
* Number of weekly connections with families
* Number of weekly connections with children

**Accountabilities:**

The Positionwill 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, Ministry Services, and in the presence of guests, staff and volunteers at all times
* Adhering to all policies in the Kids Ministry Playbook

**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.

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**Position’s Signature Date**

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**Direct Report Position’s Signature** **Date**

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**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

HR/Employee File