

CEDARCREEKCHURCH

Position: Assistant Director of CedarCreek Kids **Department:** Kids Ministry
Reports to: Director of CedarCreek Kids **Campus/Team:** Whitehouse
Average Hours Per Week: 24

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 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 Program is 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 Program is implemented with excellence at all services
- KidKare Oversight
 - Recruit, train and staff a KidKare Lead and KidKare Workers for events
 - Ensure all KidKare events, including curriculum, are executed with excellence
 - Ensure a Staff Member is present at all KidKare events
- 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

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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
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders

Measurements:

The Assistant Director of CedarCreek Kids will be evaluated by the following quantifiable measurements:

- Number and quality of leaders being recruited
- Number and quality of leaders being developed
- Number of weekly connections with current volunteers and KidKare Leads/Workers
- Number of weekly connections with families
- Number of weekly connections with children
- Number and quality of KidKare Leads/Workers to execute all events successfully
- Stewardship of KidKare budget and resources

Accountabilities:

The Assistant Director of CedarCreek Kids 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, Ministry Services, and in the presence of guests, staff and volunteers at all times.
- Adhering to all of the policies outlined in the Kids Ministry Playbook.

Disclaimer:

Nothing in this job description restricts the right of the Assistant Director of CedarCreek Kid'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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_____/_____/_____
Assistant Director of CedarCreek Kids Signature Date

_____/_____/_____
Director of CedarCreek Kids Signature Date

_____/_____/_____
Executive Director Signature Date