

POSITION TITLE: Director of Next Steps – Groups

CAMPUS OR TEAM: Ministries/CS

REPORTS TO: Senior Director of Next Steps

SALARY OR HOURLY: Hourly

HRS PER WEEK: 40

POSITION SUMMARY

The Director of Next Steps Groups is responsible for development and creation of Next Steps Groups strategies and supporting Campus Next Steps Directors - Groups in aligning vision and equipping them to execute strategies. The Director of Next Steps Groups is responsible for content creation for the LivingItOut resources, including content for the Monday-Friday resource through the LivingItOut DreamTeam, and all other resources including but not limited to the podcast and weekly discussion questions.

POSITION RESPONSIBILITIES:

- Ministries Team Participation
 - Represent a CedarCreek Next Steps Groups perspective in Ministries Team conversations.
- Next Steps Team:
 - Responsible for alignment, development and creation of Next Steps Groups strategies
 - Responsible for supporting Campus Next Steps Directors-Groups in aligning vision and equipping to execute strategies (curriculum, communication tools, etc.) to help adults take their next steps at CedarCreek. This includes (but is not limited to): Groups Kick-Offs, Second Saturday Serves, Hub meetings, retreats, GrowthTrack as it relates to Groups, DreamTeam of Groups (within Next Steps), and weekend content resources for groups and individuals including LIO daily study and the family of LIO resources.
 - Lead weekly Next Steps Directors Groups team meetings.
 - Meet regularly with Next Steps Directors of Groups one-on-one
 - Collaborate, assist and support the Next Steps Director Groups throughout the week including support with Group semester needs, data and reports for Groups, etc.
 - Visit campuses and participate in campus Groups events regularly for alignment and completion of experience surveys.

- When needed, assist in equipping, supporting, and empowering campus staff (primarily Next Steps Directors) in the execution of Next Steps strategies and initiatives at the campus level.
- LivingItOut
 - Oversee all aspects of the LivingItOut, including but not limited to the daily study, podcast and discussion questions.
 - Lead the LivingItOut DreamTeam of writers, editors and proofers.
- Central Support Events
 - Support the Senior Director of Next Steps & Content Development in resourcing and execution of Central Support Next Steps Events for the DreamTeam Groups Hub Events

POSITION REQUIREMENTS:

- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability

MEASUREMENTS:

The position will be evaluated by the following quantifiable measurements:

- All Dashboard Metrics

ACCOUNTABILITIES:

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas

- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

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.

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

- **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.
- **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.

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 close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

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.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)