

KIDS | PRETEEN ASSISTANT DIRECTOR

GENERAL DESCRIPTION

The Preteen Assistant Director position will partner with the Preteen Director to manage, champion, and oversee the teams, systems, and processes involved in running the Preteen Ministry. Ministering to the preteens by providing support, care, and leadership is a key area of responsibility for this position.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (25 hours) // **Team:** KIDS //

Supervisor: Preteen Director

WORK SCHEDULE

- Saturday, Sunday, Tuesday, Thursday
- Scheduled hours are flexible for special events and trips

ESSENTIAL DUTIES & RESPONSIBILITIES

Leader Development and Care

- Review all volunteer applications and partner with the Preteen Director to complete the onboarding process for new volunteers.
- Assist the Preteen Director with caring for leaders and implementing new strategies to better support and appreciate them.
- Assist with creating and executing leader team building events, trainings, and meetings.
- Be a primary communication point for volunteers throughout their time of service.
- Help assist and improve strategies and methods for volunteer recruitment and retention.

Weekend Programming

- Assist Preteen Director as needed with teaching, hosting, and leading preservice huddles.
- Oversee execution of necessary setup and tear down on weekends.
- Partner with Preteen Director to create, promote and execute events.
- Assist with trips, retreats, trainings, and outreach events as needed.
- Administrative duties as assigned by the Preteen Director.
- Assist with writing communicator guides weekly sermon-based questions for small groups.
- Assist in the execution of small groups and be willing to step in and lead a small group if necessary.

Parent Partnership

- Actively seek ways to better connect relationally with parents and support them.
- Help develop strategies/events to better engage parents.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.
- Leadership- Ability to lead youth and adults effectively.
- Coachability- Seeks out ways to improve and get better.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School GED
- Minimum 1 year of Vocational Ministry Experience or Volunteer Experience
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Bachelor's Degree or Equivalent Experience
- Working Knowledge of Database Software
- Experience Overseeing Volunteers
- Experience Overseeing a Small Group

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 10 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.