

## JOB DESCRIPTION

JOB TITLE: Assistant Children's Ministry Director

EMPLOYMENT TYPE: Full-time, Indefinite

HOURS PER WEEK: 40 Hours Per Week

REPORTS TO: Children's Ministry Director

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## JOB OVERVIEW:

The **Children's Ministry Assistant Director** will support the Children's Ministry Director in providing leadership to all Children's Ministry initiatives under the umbrella of Riverwood Kids. This individual will provide administrative support, and assist with the logistics of the ministry including managing curriculum where applicable, preparing resources for classrooms, and overseeing supplies. They will also take the lead in overseeing the weekend operations for Riverwood Kids at the Factory Worship Community.

## TIME REQUIREMENTS:

General office hours are 9:00am to 5:00pm, Tuesday to Friday. Must also be available for weekend worship services. Alternative working hours (evenings) may be required periodically.

## RESPONSIBILITIES:

- Assist the Children's Ministry Director (CMD) with the development, sourcing and/or adaption of age-appropriate Biblical curriculum for Riverwood Kids that is consistent with Riverwood's statement of faith.
- Assist the CMD to develop inspiring, innovative, engaging, and age-appropriate RW Kids weekend worship experiences across all Worship Communities.
- Assist the CMD with recruitment and training of volunteers across all Worship Communities.
- Ensure the implementation of and adherence to Riverwood's Child Protection Policies.
- Assist the CMD to execute interior design and decoration of all RW Kids worship environments.
- Assist the CMD with the creative development, planning and execution of special events,

projects, and other initiatives.

- Manage and maintain administrative systems and record keeping.

#### FACTORY WORSHIP COMMUNITY

- Manage and oversee all aspects of RW Kids programming at the Factory.
- Schedule and coordinate volunteers at the Factory RW Kids weekend worship experience.
- Maintain regular communication with Factory volunteers and parents.

#### QUALIFICATIONS:

- Minimum 2 years teaching or child-care experience (or equivalent in a related field).
- Ability to relate well to both children and their parents.
- Creative and energetic.
- Detail oriented.
- Developed administrative and organizational skills; ability to multitask.
- Strong interpersonal and communication skills.
- Technical aptitude and ability to learn new software and systems in Mac environment.

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#### OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Mission and Values. Staff with volunteer leadership roles are required to complete the Riverwood Covenant Community course and be in full alignment with the commitments of Covenant Community. It is expected that all staff members make every attempt to be involved in the full life of the church, attending church services, and church functions.

*DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*