



## CCV KIDS ASSOCIATE DIRECTOR JOB DESCRIPTION

**Dept/Ministry:** Family Ministries  
**Supervisor:** Lead Kids Pastor  
**Work Hours:** Part Time - 20 hours a week  
**FSLA Status:** Non-Exempt Hourly  
**Employment Classification Level:** 2  
**Staff Category:** Ministry Staff

### UNIQUE ROLE

The CCV Kids Associate Director will support the Kids Ministry team in creating teaching and programming that is in alignment with CCV's core values. The Associate Director will support the Elementary Kids Pastor in weekend services, community groups, and in leadership within the elementary area.

### CORE COMPETENCIES

The core competencies needed for successful fulfilment of job responsibilities are listed below.

- **Creative Communicator:** A creative communicator demonstrates a passion to communicate God's truth through new, innovative, artistic approaches.
- **Detail Orientation:** An individual with detail orientation appreciates the importance of details and attends to details that affect quality, timeliness and goal achievement.
- **Equipper:** An equipper actively pursues the development of others through the provision of resources, next step opportunities and feedback.
- **Strategic Thinker:** A strategic thinker is proactive, understands and clearly defines the "end goal" of an organization/ministry and establishes short and long term strategies that will actualize that end goal.

### PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Elementary Programming
  - Assist in Creating Dynamic Large Group Environment
  - Assist in Curriculum Development
  - Assist in Weekend Teaching
  - Create ProPresenter files for weekends
  - Create games and activities for weekend programming
  - Run program when Team Lead is out
- Special Events
  - Help with planning and executing special events (Easter, Christmas, e.g.)
  - Assist in running events

### ONGOING EXPECTATIONS

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in your ministry areas resulting in a high level of engagement.
- Participate in Weekend Services according to pastoral staff expectations (Weekend Roster and Worship Participation).
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.).

- Intentionally pastor and mentor all volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for your ministry areas.
- Maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Be available to the congregation before and after weekend services.
- Maintain flexible working schedule and hours as determined by the needs of the ministry.

## **QUALIFICATIONS**

- Experience in caring for children with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age.
- Must pass a background check.
- Ability to move and react quickly to a variety of circumstances.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Stand, sit, walk and stoop, kneel, crouch or crawl.
- Climb, stairs and ladders
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.
- Talk/hear: Communicate, detect, converse with, discern, convey, express oneself, exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- The employee must frequently lift and/or move up to 50 pounds.
- Taste/Smell: Occasionally must be able to detect, distinguish and determine taste and/or smell during event where there is food.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e. business office with computers, phone and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Typical church environment large and small group gatherings that include loud music.
- On the road and in traffic while commuting to other campuses.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.