



JOB DESCRIPTION

Position Title	4th-6th Grade Director/Associate Director
Position Reports to:	Mark Friestad, Pastor of Children & Youth
Department:	Children's Ministry
Schedule (may vary)	Sunday-Thursdays, with occasional Friday & Saturday hours

General Description

Under the leadership of the pastor of children & youth, the director (or associate director) executes all aspects of "Surge", our ministry to 4th, 5th and 6th graders. The person in this role gains broad exposure to the ministry and its functions. Title (director/associate director) depends on prior experience and demonstrated aptitude. We are willing to train the right person, with the intention of releasing more responsibility and decision-making authority as this person leads with with greater autonomy.

Specific Duties and Responsibilities

- Weekend Services – may include but not limited to:
 - Developing program schedule
 - Producing/editing videos for use in service
 - Designing service slides in ProPresenter
 - Gathering game supplies
 - Room set-up and tear down
 - Teaching, including mapping objectives, writing & delivering message, writing small group questions, and writing questions for home discussion
 - Leading the game and developing new games
 - Managing transitions, both up-front and logistically
 - Interfacing with volunteers before, during, and after service
 - Observing, troubleshooting, and coaching small group leaders' interactions with kids
 - Interfacing with parents
- Midweek Program – may include but not limited to:
 - Developing schedule of activities
 - Recruiting & coaching elective leaders, including helping them with content
 - Overseeing program administration – registration, facility needs, supplies
 - Parent communication
 - Overseeing set-up the night of the event
 - Managing volunteers – placing in areas of giftedness and ensuring week-to-week coverage
 - Directly responsible for overseeing end-of-school year activity nights (April-May) and managing the transition of 6th graders into Jr High
- Special Events – may include but not limited to:
 - Brainstorming events
 - Managing and delegating administrative details
 - Managing volunteers
 - Assisting with promotion
- Summer and Winter Camps – may include but not limited to:
 - Communicating with camp facility staff

- Developing registration
- Developing program schedule
- Recruiting, training, and supporting volunteers
- Attending in an oversight & managerial capacity
- Help with other all-church events where 4th-6th graders are present, such as Harvest Party, Christmas Eve, and Easter Sunday

Knowledge & Skills Required for the Job

- Self-starter and problem solver.
- Ability to prioritize tasks, complete tasks independently, meet deadlines, and identify and address deficiencies in the program and implement creative and innovative solutions.
- Flexibility and Good-Natured demeanor. Must be able to cope with the unexpected without getting easily flustered.
- Must be able to work well with all kinds of people and handle situations with grace and tact.
- Experience in teaching, coaching or classroom management is helpful.
- Computer Skills: Experience with Microsoft Office and/or Google Docs/Sheets is required. Some proficiency with social media (Facebook, Instagram) is desired. Experience with Wordpress or other websites, Canva, and ProPresenter multimedia software is desirable but not required (we will train).

Personal Relations

- Must believe in Jesus Christ and be in line with the mission and vision of the church.
- Team player with ability to interact with families, staff, church members, vendors and volunteers.
- Have a fun-loving heart and enjoy engaging with kids and families.
- Ability to keep church and personal information confidential.

Work Environment

- Sunday morning environment is fast-paced and the coordinator must balance multiple relationships, prioritizing needs & demands of kids, volunteers, and parents.
- Weekday work happens in an office, in our ministry room, or in the on-campus Caffe.

Schedule Requirements

- Except when special events or camps dictate, the work days for this position are Sunday-Thursday.
- Weekdays are for planning; weekends are for executing. Availability for staff meetings, both formal and informal, is expected.
- Presence at all-staff Wednesday morning devotionals is required.

Physical Requirements

- Standing (regularly)
- Stairs (regularly)
- Walking quickly (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls, receive and send text messages
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)